INVITATION FOR BIDS

(IFB #16-70)

ADA Signage Upgrade Installation

Bid Opening: 11:00am March 23rd, 2016

CITY OF SOMERVILLE, MASSACHUSETTS

Joseph A. Curtatone, Mayor

Purchasing Department
Angela M. Allen, Purchasing Director

Michael Richards, Procurement Analyst
City of Somerville
93 Highland Avenue
Somerville, MA 02143
PH: 617-625-6600 x3403

ADA Signage Upgrade Installation

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PART 1 SECTION 00020:
CITY OF SOMERVILLE, MASSACHUSETTS
INVITATION TO BID
ADA SIGNAGE UPGRADE INSTALLATION
Bid No. 16-70

Enclosed you will find an invitation to bid for:
ADA SIGNAGE UPGRADE INSTALLATION

Plans and specifications will be available from 8:30 AM to 4:30 PM, Monday through Wednesday, 8:30 AM to 7:30 PM on Thursday, and 8:30 AM to 12:00 Noon, Fridays, at the Purchasing Department, 1st Floor, City Hall, 93 Highland Avenue, Somerville, MA 02143 beginning on **Wednesday March 9th, 2016**. The bid specifications, the technical specifications and drawing are included as part of this bid package. The Purchasing Department may furnish the bid documents in print form on 8.5"x11" paper upon request. .

When submitting a bid, please identify the bid item and number clearly. All bids must be sealed and delivered to Purchasing Department, City of Somerville, 93 Highland Ave., Somerville, MA 02143, **no later than 11:00AM, on Tuesday, March 23rd, 2016.** Please mark the outside of all bid envelopes with the following: **"Bid #16-70 ADA Signage Upgrade Installation".**

BIDS SUBMITTED MUST BE AN ORIGINAL.
The completion of the following forms is necessary for consideration of a potential contract award. When submitting bid documents, please retain the order of documents as provided below:

1) **Form for General Bid**
2) **Bid Form for Alternates**
3) **Somerville Living Wage Form**
4) **Acknowledgement of Notice to Bidders**
5) **Quality Requirements Form**
6) **Certificate of Non-Collusion & Tax Compliance**
7) **Certificate of Signature Authority**
8) **OSHA Training Compliance Form**
9) **DCAM Certification**
10) **Signature Form complete when submitting your bid.**
11) **Reference Form**
12) **5% Bid Deposit**
13) **Wages, Statement of Compliance Form**

NOTE: **If Vendor is incorporated, an updated "CERTIFICATE OF GOOD STANDING" from the Commonwealth of Massachusetts will be needed for the awarded vendor only. Performance and Payment Bonds in the amount of 100% of the bid will be required upon contract award.**

CITY HALL IS OPEN FROM 8:30 A.M UNTIL 4:30 P.M. MONDAY THROUGH WEDNESDAY, 8:30 A.M. UNTIL 7:30 P.M. ON THURSDAYS, AND 8:30 A.M. UNTIL 12:30 P.M. ON FRIDAYS.

Please review and return with your sealed bids as sent. Also, ensure that all forms are completed and that your bid response is submitted as requested.
Your cooperation is greatly appreciated.

PART 1, SECTION 2:

INSTRUCTIONS TO BIDDERS

(Chapter 149 – Construction- Competitive Sealed Bids)

1. **NAME OF PROJECT**

ADA Signage Upgrade Installation

2. **AWARDING AUTHORITY**

The City of Somerville (City), acting by and through the Purchasing Department, invites sealed bids for the ADA Signage Upgrade Installation, in accordance with contract documents.

Capital Projects Contact:
Robert King, Director of Capital Projects & Planning
Capital Projects and Planning Department
One Franey Road
Somerville, MA 02145
Phone: (617) 625-6600

3. ARCHITECTURAL DRAWINGS:

CBI Consulting, Inc.
250 Dorchester Avenue
Boston, MA 02127
(617) 268-8977

4. **LOCATION OF PROJECT**

Various buildings and locations throughout the City of Somerville

5. **BRIEF DESCRIPTION OF WORK MORE PARTICULARLY DESCRIBED IN THE PLANS AND SPECIFICATIONS INCLUDED AS PART OF THIS BID PACKAGE.**

The Project consists of the fabrication and installation of building mounted ADA signage at various locations throughout the City of Somerville.

Contractor will be responsible for providing as-built drawings and a maintenance manual at final completion. The City will not assume maintenance of ADA Signage until final completion and a site walk-through/review meeting with the Somerville Department of Public Works at which all

systems and maintenance plans will be reviewed and approved by the Somerville Department of Public Works. After this approval, the contractor will submit the maintenance manual and as-built drawings to the City.

6. ESTIMATED CONSTRUCTION COST OF THE PROJECT

The estimated cost for the project is $ 305,000.00

7. PROJECT SCHEDULE:

Estimated Construction Start: April 15th, 2016

Date of Substantial Completion – school buildings: August 24th, 2016

Date of Substantial Completion – library buildings: September 30th, 2016

Date of Final Completion – all buildings: October 31st, 2016
100% completion of all work.

Bidders are instructed to note the firmness of the dates of: Substantial Completion, and Final Completion. For the purpose of meeting these deadlines, the City may be prepared to authorize extended work hours beyond those prescribed by City ordinance, to include work on Sundays with the prior permission of the City.

Contractor submission of all paperwork required for the Construction Contract, including but not limited to insurance certificates, performance and payment bonds, a certificate of good standing from the Secretary of Corporations, and signature pages shall be submitted to the Purchasing Director no later than 5 working days from award of the contract.

The successful bidder shall be required to submit a preliminary construction schedule within 10 days of the established date of award of the Contract and a more detailed Gantt-type construction schedule within 15 days of the established award of the contract, which shows the dates of substantial and final completion.

As the work is scheduled to start on April 15, 2016, the City is requesting that the Contractor be mobilized as soon as possible after the contract is awarded and any materials should be ordered as soon as possible, after contract execution, to prevent delays.

8. GOVERNING LAW

Massachusetts General Laws, c. 30, §39M.

9. SALES TAX EXEMPTION

Materials, equipment, and supplies for this project are exempt from sales tax in accordance with M.G.L. Chapter 64H, Section 6 (d). The city will furnish the successful bidder with its sales tax exemption number.

10. PERMIT FEES (Contractor responsible obtaining permits/City of Somerville permit fees waived)

11. MINIMUM BID CRITERIA

A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years of documented experience.
B. Supplier: Obtain all products in this section from a single supplier.
C. Regulatory Requirements: Products shall meet requirements of the Massachusetts Architectural Access Board Regulations (MAAB), the Americans With Disabilities Act Accessibility Guidelines (ADAAG), ANSI Requirements and local amendments and modifications.
D. Installer: Installation shall be performed by installer specialized and experienced in work similar to that required for this project.

12. QUESTIONS AND INFORMATION

All questions regarding the project and this Invitation to Bid should be in writing, submitted to Michael Richards, Procurement Analyst, Purchasing Department, Somerville City Hall, First Floor, 93 Highland Avenue, Somerville, Massachusetts, 02143. Questions may be submitted either by mail or email to mrichards@somervillema.gov. Questions must be submitted in writing **by 12:00 pm, Wednesday March 16th, 2016;** they will be answered in writing (via addendum) to all holders of the bid proposals. Bidders must submit e-mail address (preferred) or a fax number with their inquiries. If any bidders contact any other person or department outside of Purchasing with inquiries, they may be disqualified from the bidding process.

Key Dates

Deadline for Questions	12:00 PM	Wednesday March 16th, 2016
Bids Due and Opened	11:00 AM	Wednesday March 23rd, 2016
Anticipated Contract Award		Friday March 25th, 2016
Anticipated Notice to Proceed		Thursday, April 14, 2016
Commencement of Work		Friday, April 15, 2016

13. BID SUBMISSION TIME AND PLACE OF BID OPENING

Sealed bids (clearly identified as a bid and endorsed with the name and address of the bidder) must be received at the Purchasing Department, First floor, City Hall, 93 Highland Avenue, Somerville, MA, 02143 on or before **11:00 AM on Wednesday March 23rd, 2016**, at which time they will be publicly opened and read aloud. In the event City Hall is closed, the deadline shall be 11:30 a.m**.** on the next day City Hall is open for business.

ADDITIONAL REQUIREMENTS: PLEASE READ CAREFULLY, FAILURE TO MEET THESE REQUIREMENTS COULD RESULT IN REJECTION OF A BID.

14. BID SUBMISSION REQUIREMENTS

Bid Signature

A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be a person named on the Corporate Secretary's Certificate of Authority.

Changes and Addenda

If any changes are made to this IFB, an addendum will be issued. Addenda will be emailed to all bidders on record as having picked up the IFB. No changes may be made to the bid documents, except as authorized in an addendum from the Purchasing Department.

Modification or Withdrawal of Bids, Mistakes, and Minor Informalities

A bidder may correct, modify, or withdraw a bid by written notice received by the City of Somerville prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No.__" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the original IFB.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended correct bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

Right to Cancel/Reject Bids

The City of Somerville may cancel this IFB, or reject any and all bids, if the City determines that cancellation serves the best interests of the City; or that such rejection of bids is in the public interest.

Bid Prices to Remain Firm
All bid prices submitted in response to this IFB must remain firm for 60 days following the bid opening.

Unbalanced Bids
The City reserves the right to reject unbalanced, front loaded, and conditional bids.

Documents to be Submitted as part of Bid
The following documents must be submitted with the complete signed bid package:

Form for General Bid (Section 00300)

Somerville Living Wage Form (Section 00320)

Acknowledgement of Notice to Bidders (Section 00330)

Quality Requirements Form (Section 00335)

Certificate of Non-Collusion and Tax Compliance (Section 00340)

Certificate of Signature Authority (Section 00350)

Signature Form (Section 00360)

Reference Form (Section 00370)

Bid bond, Performance Bond, Payment Bond (Section 00380)

Wage Compliance Form (Section 00385)

Schedule of Values. Bidders do NOT need to include a Schedule of Values with their bid package. The successful bidder will be required to submit a refined and detailed schedule of values for review and approval by the design professional prior to signing the construction contract.

5% Statutory Bid Guaranty, 100% Payment Bond, and 100% Performance Bond. All bids shall be accompanied by a bid bond or bank certified check or bank treasurer's check in the amount of 5% of the bid price, which shall become the property of the City of Somerville if the bid is accepted and the bidder neglects or refuses to comply with the terms of the bid. Performance and Payment bonds in the amount of 100% of the bid price will be required with an executed contract.

For successful bidder: Certificate of Good Standing: If the bidder is a corporation, a Certificate of Good Standing should accompany the signed contract. Certificate available online at:http://corp.sec.state.ma.us/corp/Certificates/Certificate_Request.asp
or call Tel: (617) 727-9640 for more information.

15. PREVAILING WAGE RATE REQUIREMENTS

The contractor shall pay the Mass. Prevailing Wage Rates. The applicable prevailing wage rates are attached as part of this bid package and will be included as Appendix J in the contract. A signed Compliance Form must be included with the bid package, Form included.

(a) The Contractor shall pay wages at no less than the Mass. Prevailing Wage Rates set forth in Appendix J. Notwithstanding anything to the contrary, the City may, in its sole discretion withhold payment unless the City has in its possession payroll records that are complete, accurate, and current as of the date of said application for payment.

(b) The Contractor shall:
- (1) Pay wages at least once a week;
- (2) Submit payroll information on a weekly basis in a format approved by the City, numbered in numerical sequence and signed by the Contractor (including forms for weeks when the Contractor is not on the Project Site, in which case there shall be a notation to the effect "no work this payroll period" and a date anticipated for resuming work).

(c) The Contractor shall submit to the City within the first week of construction:
- (1) A list of apprenticeship programs with which the Contractor is affiliated;
- (2) The number of apprentices that will be employed by the Contractor on the Project;
- (3) A list of the Contractor's employee fringe benefits;
- (4) A copy of each project schedule, including the anticipated commencement date for each Subcontractor; and
- (5) A list of each Subcontractor's suppliers and material men.

(d) The Contractor shall include language similar to the above in all subcontracts.

16. SAMPLE CONSTRUCTION CONTRACT

The successful bidder shall execute with the City of Somerville a Public Works Contract ("Contract") in substantially the same form as the sample contract included in this bid package. In addition to the items submitted with the bid, the contract includes certain other documents which may be executed by the Bidder selected as contractor and which are included as Appendices to the Sample Construction Contract (see Part 2) include:

Appendix F: Certificate of Authority (for corporations if the contract is signed by anyone other than the President, there must be a current Certificate of Vote signed by the corporate clerk or secretary stating who is authorized to sign contracts on the Corporations behalf)

Appendix D: Insurance Certificates– evidencing minimum coverage as follows:
Comprehensive General Liability Insurance
Minimum bodily injury limits of $1,000,000 per person and $1,000,000 per accident, and property damage limits of $1,000,000 per accident and $3,000,000 aggregate during any 12 month period, shall include the following:
a. Public liability (bodily injury and property damage)
b. X.C.U. (explosion, collapse, and underground utilities)
c. Independent contractor's protective liability.
d. Products and completed operations.
e. Save harmless agreement for Owner and Architects set forth in ARTICLE 10.11 of the GENERAL CONDITIONS.
f. Products and Completed Operations should be maintained for 3 years after the completion of the project.

Comprehensive All Risk Motor Vehicle Liability Insurance
Minimum bodily injury limits of $1,000,000 per person, $1,000,000 per accident, and property damage limit of $1,000,000 per accident. The City of Somerville shall be named as "Additional Insured". **Certificates must stipulate "City of Somerville" as a certificate holder and as an additional insured for general liability.**

Appendix F: Certificate of Good Standing: Certificate available online at http://corp.sec.state.ma.us/corp/Certificates/Certificate_Request.asp
or call Tel: (617) 727-9640 for more information.

Appendix H: Statement of Management (for contracts over $100,000.00)

Appendix I: Performance and Payment Bonds for 100% of the contract sum

All paperwork required for the contract shall be completed and delivered to the Purchasing Department no later than five (5) working days after the Award of the Contract.

ITEMS OF SPECIAL CONSIDERATION
The Contractor's attention is specifically drawn to the following items of special consideration relative to this project, most of which are also addressed in the Technical Specifications.

a. The Contractor must provide police details at the Contractor's expense.
b. All new Handicapped Accessible ramps must meet the most current state ADA and City of Somerville standards.
c. The Contractor must obtain all street and sidewalk permits as necessary.

19. RESERVATION OF RIGHTS

The City reserves the right to extend the deadline for submission of bids, to waive minor informalities, and to reject any and all bids, if in its sole judgment, the best interests of the City of Somerville would be served by doing so.

20. RULE FOR AWARD

A contract will be awarded to the lowest responsible and eligible bidder. All required bid documents must be provided to be deemed responsible and eligible.

PART 1 SECTION 3

ADA Signage Upgrade Installation

(IFB # 16-70)

BID SUBMISSION DOCUMENTS

BIDDERS NAME: _____

This Bid Submission includes the following:

_____ Form for General Bid

_____ Acknowledgement of Notice to Bidders

_____ Somerville Living Wage Form

_____ Quality Requirements

_____ Certificate of Non-Collusion and Tax Compliance

_____Certificate of Signature Authority

_____OSHA Training Compliance Form

_____Signature Form

_____Reference Form

_____5% Statutory Bid Bond or Guaranty

_____Wage Rate Compliance Forms

_____ DCAMM Certificate of Eligibility and Update Statement

Required Post Contract Award

_____100% Payment Bond

_____100% Performance Bond

CBI Consulting Inc.
Boston, Massachusetts
Tel: (617) 268-8977
Fax: (617) 464-2971

SECTION 00 30 00
FORM FOR GENERAL BID

ADA SIGNAGE UPGRADES,
SOMERVILLE, MASSACHUSETTS

A. Basic Price

The undersigned, having visited the site of the above project and having familiarized myself with the local conditions affecting the cost of the work and with the contract documents, including Amendments and Addenda Nos. _____, hereby proposes to furnish all labor, materials, tools, equipment, insurance, permits, taxes, and to do and lawfully perform all things as provided in the specifications, all in accordance with the contract documents, for the sum of:
_____ Dollars, $_____

CBI Consulting Inc.
Boston, Massachusetts
Tel: (617) 268-8977
Fax: (617) 464-2971

B. The undersigned agrees that, if s/he is selected as general contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the Awarding Authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the Awarding Authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price.

C. The undersigned certifies that s/he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work and that s/he will comply fully with all laws and regulations applicable to awards made subject to section forty-four A.

D. The undersigned as Bidder certifies that if this proposal is accepted, s/he will furnish to the City of Somerville with the invoice for the material or equipment supplied two copies of any and all Material Safety Data Sheets applicable to such material or equipment, as required by M.G.L. Chapter 111F, so called "Right to Know Law".

E. The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As under in this section, the work "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

F. Substantial Completion

Substantial completion in all School Buildings to be by August 24, 2016.

Substantial completion in non-School Buildings to be by September 14, 2016.

Sincerely,

_____
(Bidder)

_____
(Address of Bidder)

By: _____
(Title - Owner*, Partner*)

(Seal, if Corporation)

By: _____
(If Corporation - Name and Office)

* If the business owned by the individual or partnership is conducted under a trade or assumed name, a certified copy of doing business under an assumed name should be annexed.

CBI Consulting Inc.
Boston, Massachusetts
Tel: (617) 268-8977
Fax: (617) 464-2971

G. BIDDER'S CERTIFICATION REGARDING PAYMENT OF PREVAILING WAGE RATES

The undersigned bidder hereby certifies, under the pains and penalties of perjury, that the foregoing bid is based upon the payment to laborers to be employed on the project of wages in an amount no less than the applicable prevailing wage rates established for the project by the Massachusetts Department of Labor and Industries. The undersigned bidder agrees to indemnify the Awarding Authority for, from and against any loss, expense, damages, actions or claims, including any expense incurred in connection with any delay or stoppage of the project work, arising out of or as a result of (1) the failure of the said bid to be based upon the payment of the said applicable prevailing wage rates or (2) the failure of the bidder, if selected as the contractor, to pay laborers employed on the project the said applicable prevailing wage rates.

DATED: _____ NAME OF BIDDER: _____

BY: _____

NAME: _____

TITLE: _____

CBI Consulting Inc.
Boston, Massachusetts
Tel: (617) 268-8977
Fax: (617) 464-2971

Acknowledgment of Principal, if a Corporation

State of _____)
:SS:
County of _____)

On this _____ day of _____ 20___

before me personally came _____ to me known, who, being by me duly sworn, did depose and say that he/she resides

at _____, that he/she is the _____ of _____ the corporation described herein and which executed the foregoing instrument; that he/she knows the seal of said corporation; that one of the seals affixed to said instrument is such seal; that it was so affixed by order of the directors of said corporation, and that he/she signed his/her name thereto by like order.

(Notary Public)

_____

_____

Acknowledgment of Principal, if a Partnership

State of _____)
:SS:
County of _____)

On this _____ day of _____ 20___

before me personally came _____ to me known, and known to me to be one of the members of the firm of

_____ who executed the foregoing instrument and he/she acknowledged to me that he/she executed the same as and for the act of said firm.

(Notary Public)

CBI Consulting Inc.
Boston, Massachusetts
Tel: (617) 268-8977
Fax: (617) 464-2971

Acknowledgment of Principal, if an Individual

State of _____)
:SS:
County of _____)

On this _____ day of _____ 20___

before me personally came _____ to me known, and known to me to be the person described herein and who executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.

(Notary Public)

_____

_____

(If bidder is a partnership, state here the name and residence of each member thereof)

Name of Partners	Residence Address
_____	_____
_____	_____
_____	_____

_____

(If bidder is a corporation, state here the title, name, and residence of each member thereof)

Title	Name	Residence Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Organized under the laws of the state of _____

Date: _____

END OF SECTION

NOTICE TO BIDDERS
BID #16-70

All bids must be in accordance with terms and conditions set forth herein as stated.

SECTION A. Sealed bids for: **ADA Signage Upgrade Installation**. The bids will be received at the office of the Purchasing Director, Somerville City Hall, 93 Highland Avenue, Somerville, MA. 02143 no later than **Wednesday March 23rd, 2016 at 11:00 A.M.** at which time and place they will be publicly opened and read.

SECTION B. Forms of price bid, specifications and terms of contract can be obtained at the Purchasing Department office on or after **Wednesday, March 9th, 2016.**

SECTION C. Bid envelopes shall be clearly marked as follows: **"Bid No: 16-70, Bid for ADA Signage Upgrade Installation".**

SECTION D. If **awarded** vendor is a Corporation, vendor must comply with request for "Certificate of Good Standing". See attached instructions.

SECTION E. **INSURANCE: Awarded Vendor** must comply with insurance requirements as stated in the bid package.

SECTION F. Living Wage - see Somerville Living Wage Form (00320)
Prevailing Wage Rates – and Compliance Form

SECTION G. The requirements in Section **E or F** will be waived if the words "Non-Applicable" **(N/A)** are inserted in the space designated.

SECTION H. The copy of the bid deposited with the City will be accompanied by a bid guarantee in the amount of 5% of the proposed bid amount. A Bid bond, Certified Check, Treasurer's Check, or Cashier's Check made payable to the City must be submitted with each bid. Said bid guarantee will become the property of the City of Somerville if the proposal is accepted and the bidder either neglects or refuses to comply with the terms of the proposal. Bid guarantee will be returned within 30 days to all unsuccessful bidders.

SECTION I. A Payment Bond and Performance Bond in the amount of 100% of the total contract price will be required by the City.

SECTION J. The Purchasing Director reserves the right to accept or reject any or all bids, to waive any minor informalities, if in her sole judgment, the best interest of the City of Somerville would be served by so doing.

SECTION K. The City reserves the right to cancel a contract, if awarded bidder does not respond to all necessary documents and required signature forms within ten (10) working days of receipt of contract.

SECTION L. The Vendor must certify that all employees to be provided have successfully completed at least ten (10) hours of OSHA approved training in Construction Safety and Health.

Signature: _____

Company: _____

By: _____ Title: _____

Date: _____ Tel. No: _____ Fax: _____

Applicable to Corporations:

I hereby attest that the signatory to this bid has the authority to sign and submit bids for the Corporation.

ATTEST: _____
Secretary

SOMERVILLE LIVING WAGE ORDINANCE CERTIFICATION FORM

CITY OF SOMERVILLE CODE OF ORDINANCES SECTION 2-397 et seq[*].

Instructions: This form shall be included in all Invitations for Bids and Requests for Proposals which involve the furnishing of labor, time or effort (with no end product other than reports) by vendors contracting or subcontracting with the City of Somerville, where the contract price meets or exceeds the following dollar threshold: $10,000. If the undersigned is selected, this form will be attached to the contract or subcontract and the certifications made herein shall be incorporated as part of such contract or subcontract. **Complete this form and sign and date where indicated below on page 2.**

Purpose: The purpose of this form is to ensure that such vendors pay a "Living Wage" (defined below) to all covered employees (i.e., all employees except individuals in a city, state or federally funded youth program). In the case of bids, the City will award the contract to the lowest responsive and responsible bidder paying a Living Wage. In the case of RFP's, the City will select the most advantageous proposal from a responsive and responsible offeror paying a Living Wage. In neither case, however, shall the City be under any obligation to select a bid or proposal that exceeds the funds available for the contract.

Definition of "Living Wage": For this contract or subcontract, as of **7/1/2015** "Living Wage" shall be deemed to be an hourly wage of no less than **$12.24** per hour. From time to time, the Living Wage may be upwardly adjusted and amendments, if any, to the contract or subcontract may require the payment of a higher hourly rate if a higher rate is then in effect.

CERTIFICATIONS

1. The undersigned shall pay no less than the Living Wage to all covered employees who directly expend their time on the contract or subcontract with the City of Somerville.

2. The undersigned shall post a notice, (copy enclosed), to be furnished by the contracting City Department, informing covered employees of the protections and obligations provided for in the Somerville Living Wage Ordinance, and that for assistance and information, including copies of the Ordinance, employees should contact the contracting City Department. Such notice shall be posted in each location where services are performed by covered employees, in a conspicuous place where notices to employees are customarily posted.

3. The undersigned shall maintain payrolls for all covered employees and basic records relating hereto and shall preserve them for a period of three years. The records shall contain the name and address of each employee, the number of hours worked, the gross wages, a copy of the social

[*] Copies of the Ordinance are available upon request to the Purchasing Department.

security returns, and evidence of payment thereof and such other data as may be required by the contracting City Department from time to time.

4. The undersigned shall submit payroll records to the City upon request and, if the City receives information of possible noncompliance with the provisions the Somerville Living Wage Ordinance, the undersigned shall permit City representatives to observe work being performed at the work site, to interview employees, and to examine the books and records relating to the payrolls being investigated to determine payment of wages.

5. The undersigned shall not fund wage increases required by the Somerville Living Wage Ordinance by reducing the health insurance benefits of any of its employees.

6. The undersigned agrees that the penalties and relief set forth in the Somerville Living Wage Ordinance shall be in addition to the rights and remedies set forth in the contract and/or subcontract.

CERTIFIED BY:

Signature: _____
(Duly Authorized Representative of Vendor)

Title: _____

Name of Vendor:_____

Date: _____

INSTRUCTIONS: PLEASE POST

NOTICE TO ALL EMPLOYEES
REGARDING PAYMENT OF LIVING WAGE

Under the Somerville, Massachusetts' Living Wage Ordinance (Ordinance No. 1999-1), any person or entity who has entered into a contract with the City of Somerville is required to pay its employees who are involved in providing services to the City of Somerville no less than a "Living Wage".

The Living Wage as of **7/1/2015** is **$12.24** per hour. The only employees who are not covered by the Living Wage Ordinance are individuals in a Youth Program. "Youth Program" as defined in the Ordinance, "means any city, state or federally funded program which employs youth, as defined by city, state or federal guidelines, during the summer, or as part of a school to work program, or in any other related seasonal or part-time program."

For assistance and information regarding the protections and obligations provided for in the Living Wage Ordinance and/or a copy of the Living Wage Ordinance, all employees should contact the City of Somerville's Purchasing Department directly.

QUALITY REQUIREMENTS FORM

Please respond to the following questions. A negative response to any of the first five questions will automatically disqualify the Bidder. A negative response to the sixth question about SOMWBA will not disqualify the Bidder.

	Yes	No
Manufacturer Qualifications: Company specializing in manufacturing the products specified in this bid with minimum three years of documented experience.		
Supplier: Obtain all products in this section from a single supplier.		
Regulatory Requirements: Products shall meet requirements of the Massachusetts Architectural Access Board Regulations (MAAB), the Americans With Disabilities Act Accessibility Guidelines (ADAAG), ANSI Requirements and local amendments and modifications.		
Installer: Installation shall be performed by installer specialized and experienced in work similar to that required for this project.		
Can the contractor certify that all employees to be provided, have successfully completed at least 10 hours of OSHA approved training in Construction Safety and Health?		
Optional: Vendor: Are you a State Office for Minority and Women Owned Business Assistance (SOMWBA) certified minority- or woman-owned business?		

CITY OF SOMERVILLE

SIGNATURE FORM

NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE #:_____FAX #: _____

DATE: _____ EMAIL: _____

SIGNATURE OF AUTHORIZED CONTRACTING OFFICIAL:

_____

TITLE: _____

RESIDENCE: _____

IF COMPANY IS A PARTNERSHIP:

FULL NAME AND RESIDENCE OF EACH PARTNER:

_____

_____

IF COMPANY IS A CORPORATION:

THE CORPORATE NAME IS: _____

THE CORPORATION IS ORGANIZED UNDER THE LAWS OF: _____

THE PRESIDENT IS: _____

THE TREASURER IS: _____

THE CLERK/SECRETARY OR ASSISTANT CLERK/SECRETARY WHO WILL EXECUTE THE CONTRACT AND SIGN THE CERTIFICATE OF AUTHORITY IS:

_____

NAME OF CORPORATION THAT WILL APPEAR ON A POTENTIAL CONTRACTUAL AGREEMENT IF DIFFERENT FROM ABOVE:_____.

NAME AND TITLE OF PERSON WHO WILL BE THE PRINCIPAL SIGNATORY ON THE CONTRACT IF OTHER THAN THE PRESIDENT:

NAME:_____TITLE: _____

OSHA GENERAL CONTRACTOR CERTIFICATION FORM

Pursuant to Chapter 306 of the Acts of 2004
An Act Relative to the Health and Safety on Construction Projects

GENERAL CONTRACTOR'S CERTIFICATION – BID FORM

I, the undersigned, hereby certify under penalties of perjury that I, and all subcontractors who are not filed sub-bidders, shall:

> (1) that I am able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (2) that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and (3) that all employees to be employed in the work subject to this bid have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature: _____
(Individual Submitting Bid)
Duly Authorized

Name of Business or Entity:_____

Date: _____

RETURN THIS FORM WITH YOUR BID

STATEMENT OF MANAGEMENT
For Contracts over $100,000

In accordance with M.G.L. Chapter 30, Section 39R, the undersigned successful bidder states that its system of internal accounting controls and that of its subsidiaries reasonably assure (1) that transactions are executed in accordance with management's general and specific authorization; (2) that transactions are recorded as necessary to permit preparation of financial statements in conformity with generally accepted accounting principles, and to maintain accountability for assets; (3) that access to assets is permitted only in accordance with management's general or specific authorization, and (4) that the recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action was taken with respect to any difference.

Executed this _____day of _____ , _____

On behalf of _____
(Name of Successful Bidder)

_____
(Address and telephone of Successful Bidder)

_____
(Name and title of person signing statement)

By:_____
(Signature)

CERTIFIED PUBLIC ACCOUNTANT STATEMENT

In accordance with M.G.L. 30, Section 39R I, _____ a certified public accountant, state that I have examined the above Statement of Management on internal accounting controls, and that in my opinion (1) the representations of management are consistent with the result of management's evaluation of the system of internal accounting controls; and (2) that such representations of management are, in addition, reasonable with respect to transactions and assets in amounts which would be material when measured in relation to the above referenced successful bidder's financial statements.

_____
(Signature)

_____

_____

_____
(Business name, address and telephone number)

Part 1, Section 3: BID SUBMISSION DOCUMENTS

REFERENCE FORM

Bidder:_____

IFB Title: **IFB# 16-70 ADA Signage Upgrade Installation**

Reference:_____ Contact:_____

Address:_____ Phone:_____

_____ Fax:_____

Description and date(s) of supplies or services provided:_____

_____

_____

Reference:_____ Contact:_____

Address:_____ Phone:_____

_____ Fax:_____

Description and date(s) of supplies or services provided:_____

_____

_____

Reference:_____ Contact:_____

Address:_____ Phone:_____

_____ Fax:_____

Description and date(s) of supplies or services provided:_____

_____

BID BOND OR GUARANTY
PAYMENT BOND
PERFORMANCE BOND

BIDDER TO INSERT HERE

Prevailing Wage Rates
Payroll Submission Forms

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

Prevailing Wage Rates

As determined by the Director under the provisions of the Massachusetts General Laws, Chapter 149, Sections 26 to 27H

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

RONALD L. WALKER, II
Secretary

WILLIAM D MCKINNEY
Director

Awarding Authority: City of Somerville

Contract Number:

City/Town: SOMERVILLE

Description of Work: Install photopolymer signage with raised characters and braille at various City and School buildings across the City of Somerville to meet ADA compliance.

Job Location: Various, Somerville, MA

Information about Prevailing Wage Schedules for Awarding Authorities and Contractors

- This wage schedule applies only to the specific project referenced at the top of this page and uniquely identified by the "Wage Request Number" on all pages of this schedule.
- An Awarding Authority must request an updated wage schedule from the Department of Labor Standards ("DLS") if it has not opened bids or selected a contractor within 90 days of the date of issuance of the wage schedule. For CM AT RISK projects (bid pursuant to G.L. c.149A), the earlier of: (a) the execution date of the GMP Amendment, or (b) the bid for the first construction scope of work must be within 90-days of the wage schedule issuance date.
- The wage schedule shall be incorporated in any advertisement or call for bids for the project as required by M.G.L. c. 149, § 27. The wage schedule shall be made a part of the contract awarded for the project. The wage schedule must be posted in a conspicuous place at the work site for the life of the project in accordance with M.G.L. c. 149 § 27. The wages listed on the wage schedule must be paid to employees performing construction work on the project whether they are employed by the prime contractor, a filed sub-bidder, or any sub-contractor.
- All apprentices working on the project are required to be registered with the Massachusetts Division of Apprentice Standards (DAS). Apprentice must keep his/her apprentice identification card on his/her person during all work hours on the project. An apprentice registered with DAS may be paid the lower apprentice wage rate at the applicable step as provided on the prevailing wage schedule. **If an apprentice rate is not listed on the prevailing wage schedule for the trade in which an apprentice is registered with the DAS, the apprentice must be paid the journeyworker's rate for the trade.**
- The wage rates will remain in effect for the duration of the project, except in the case of multi-year public construction projects. For construction projects lasting longer than one year, awarding authorities must request an updated wage schedule. Awarding authorities are required to request these updates no later than two weeks before the anniversary of the date the contract was executed by the awarding authority and the general contractor. For multi-year CM AT RISK projects, awarding authority must request an annual update no later than two weeks before the anniversary date, determined as the earlier of: (a) the execution date of the GMP Amendment, or (b) the execution date of the first amendment to permit procurement of construction services. Contractors are required to obtain the wage schedules from awarding authorities, and to pay no less than these rates to covered workers. The annual update requirement is not applicable to 27F "rental of equipment" contracts.
- Every contractor or subcontractor which performs construction work on the project is required to submit weekly payroll reports and a Statement of Compliance directly to the awarding authority by mail or email and keep them on file for three years. Each weekly payroll report must contain: the employee's name, address, occupational classification, hours worked, and wages paid. Do not submit weekly payroll reports to DLS. A sample of a payroll reporting form may be obtained at http://www.mass.gov/dols/pw.
- Contractors with questions about the wage rates or classifications included on the wage schedule have an affirmative obligation to inquire with DLS at (617) 626-6953.
- Employees not receiving the prevailing wage rate set forth on the wage schedule may report the violation to the Fair Labor Division of the office of the Attorney General at (617) 727-3465.
- Failure of a contractor or subcontractor to pay the prevailing wage rates listed on the wage schedule to all employees who perform construction work on the project is a violation of the law and subjects the contractor or subcontractor to civil and criminal penalties.

Issue Date: 03/03/2016 **Wage Request Number:** 20160303-036

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
Construction						
(2 AXLE) DRIVER - EQUIPMENT *TEAMSTERS JOINT COUNCIL NO. 10 ZONE A*	12/01/2015	$32.75	$10.41	$10.08	$0.00	$53.24
	06/01/2016	$33.25	$10.41	$10.08	$0.00	$53.74
	08/01/2016	$33.25	$10.91	$10.08	$0.00	$54.24
	12/01/2016	$33.25	$10.91	$10.89	$0.00	$55.05
(3 AXLE) DRIVER - EQUIPMENT *TEAMSTERS JOINT COUNCIL NO. 10 ZONE A*	12/01/2015	$32.82	$10.41	$10.08	$0.00	$53.31
	06/01/2016	$33.32	$10.41	$10.08	$0.00	$53.81
	08/01/2016	$33.32	$10.91	$10.08	$0.00	$54.31
	12/01/2016	$33.32	$10.91	$10.89	$0.00	$55.12
(4 & 5 AXLE) DRIVER - EQUIPMENT *TEAMSTERS JOINT COUNCIL NO. 10 ZONE A*	12/01/2015	$32.94	$10.41	$10.08	$0.00	$53.43
	06/01/2016	$33.44	$10.41	$10.08	$0.00	$53.93
	08/01/2016	$33.44	$10.91	$10.08	$0.00	$54.43
	12/01/2016	$33.44	$10.91	$10.89	$0.00	$55.24
ADS/SUBMERSIBLE PILOT *PILE DRIVER LOCAL 56 (ZONE 1)*	08/01/2015	$88.29	$9.80	$19.23	$0.00	$117.32
For apprentice rates see "Apprentice- PILE DRIVER"						
AIR TRACK OPERATOR *LABORERS - ZONE 1*	12/01/2015	$36.10	$7.45	$13.55	$0.00	$57.10
	06/01/2016	$36.85	$7.45	$13.55	$0.00	$57.85
	12/01/2016	$37.85	$7.45	$13.55	$0.00	$58.85
For apprentice rates see "Apprentice- LABORER"						
ASBESTOS REMOVER - PIPE / MECH. EQUIPT. *HEAT & FROST INSULATORS LOCAL 6 (BOSTON)*	12/01/2015	$34.38	$10.40	$5.95	$0.00	$50.73
ASPHALT RAKER *LABORERS - ZONE 1*	12/01/2015	$35.60	$7.45	$13.55	$0.00	$56.60
	06/01/2016	$36.35	$7.45	$13.55	$0.00	$57.35
	12/01/2016	$37.35	$7.45	$13.55	$0.00	$58.35
For apprentice rates see "Apprentice- LABORER"						
ASPHALT/CONCRETE/CRUSHER PLANT-ON SITE *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.73	$10.00	$14.90	$0.00	$68.63
	06/01/2016	$44.48	$10.00	$14.90	$0.00	$69.38
	12/01/2016	$45.73	$10.00	$14.90	$0.00	$70.63
	06/01/2017	$46.73	$10.00	$14.90	$0.00	$71.63
	12/01/2017	$47.73	$10.00	$14.90	$0.00	$72.63
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
BACKHOE/FRONT-END LOADER *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.73	$10.00	$14.90	$0.00	$68.63
	06/01/2016	$44.48	$10.00	$14.90	$0.00	$69.38
	12/01/2016	$45.73	$10.00	$14.90	$0.00	$70.63
	06/01/2017	$46.73	$10.00	$14.90	$0.00	$71.63
	12/01/2017	$47.73	$10.00	$14.90	$0.00	$72.63
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
BARCO-TYPE JUMPING TAMPER *LABORERS - ZONE 1*	12/01/2015	$35.60	$7.45	$13.55	$0.00	$56.60
	06/01/2016	$36.35	$7.45	$13.55	$0.00	$57.35
	12/01/2016	$37.35	$7.45	$13.55	$0.00	$58.35
For apprentice rates see "Apprentice- LABORER"						
BLOCK PAVER, RAMMER / CURB SETTER *LABORERS - ZONE 1*	12/01/2015	$36.10	$7.45	$13.55	$0.00	$57.10
	06/01/2016	$36.85	$7.45	$13.55	$0.00	$57.85
	12/01/2016	$37.85	$7.45	$13.55	$0.00	$58.85
For apprentice rates see "Apprentice- LABORER"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
BOILER MAKER *BOILERMAKERS LOCAL 29*	01/01/2016	$41.62	$6.97	$16.21	$0.00	$64.80
	01/01/2017	$42.92	$6.97	$16.21	$0.00	$66.10

Apprentice - *BOILERMAKER - Local 29*

Effective Date - 01/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	65	$27.05	$6.97	$10.54	$0.00	$44.56
2	65	$27.05	$6.97	$10.54	$0.00	$44.56
3	70	$29.13	$6.97	$11.35	$0.00	$47.45
4	75	$31.22	$6.97	$12.16	$0.00	$50.35
5	80	$33.30	$6.97	$12.97	$0.00	$53.24
6	85	$35.38	$6.97	$13.78	$0.00	$56.13
7	90	$37.46	$6.97	$14.59	$0.00	$59.02
8	95	$39.54	$6.97	$15.40	$0.00	$61.91

Effective Date - 01/01/2017

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	65	$27.90	$6.97	$10.54	$0.00	$45.41
2	65	$27.90	$6.97	$10.54	$0.00	$45.41
3	70	$30.04	$6.97	$11.35	$0.00	$48.36
4	75	$32.19	$6.97	$12.16	$0.00	$51.32
5	80	$34.34	$6.97	$12.97	$0.00	$54.28
6	85	$36.48	$6.97	$13.78	$0.00	$57.23
7	90	$38.63	$6.97	$14.59	$0.00	$60.19
8	95	$40.77	$6.97	$15.40	$0.00	$63.14

Notes:

Apprentice to Journeyworker Ratio:1:5

BRICK/STONE/ARTIFICIAL MASONRY (INCL. MASONRY WATERPROOFING) *BRICKLAYERS LOCAL 3 (BOSTON)*	02/01/2016	$49.86	$10.18	$19.14	$0.00	$79.18
	08/01/2016	$50.76	$10.18	$19.22	$0.00	$80.16
	02/01/2017	$51.33	$10.18	$19.22	$0.00	$80.73

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *BRICK/PLASTER/CEMENT MASON - Local 3 Boston*

Effective Date - 02/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$24.93	$10.18	$19.14	$0.00	$54.25
2	60	$29.92	$10.18	$19.14	$0.00	$59.24
3	70	$34.90	$10.18	$19.14	$0.00	$64.22
4	80	$39.89	$10.18	$19.14	$0.00	$69.21
5	90	$44.87	$10.18	$19.14	$0.00	$74.19

Effective Date - 08/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$25.38	$10.18	$19.22	$0.00	$54.78
2	60	$30.46	$10.18	$19.22	$0.00	$59.86
3	70	$35.53	$10.18	$19.22	$0.00	$64.93
4	80	$40.61	$10.18	$19.22	$0.00	$70.01
5	90	$45.68	$10.18	$19.22	$0.00	$75.08

Notes:

Apprentice to Journeyworker Ratio:1:5

BULLDOZER/GRADER/SCRAPER *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.31	$10.00	$14.90	$0.00	$68.21
	06/01/2016	$44.06	$10.00	$14.90	$0.00	$68.96
	12/01/2016	$45.29	$10.00	$14.90	$0.00	$70.19
	06/01/2017	$46.28	$10.00	$14.90	$0.00	$71.18
	12/01/2017	$47.27	$10.00	$14.90	$0.00	$72.17
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
CAISSON & UNDERPINNING BOTTOM MAN *LABORERS - FOUNDATION AND MARINE*	12/01/2015	$36.45	$7.45	$13.75	$0.00	$57.65
	06/01/2016	$37.20	$7.45	$13.75	$0.00	$58.40
	12/01/2016	$38.20	$7.45	$13.75	$0.00	$59.40
For apprentice rates see "Apprentice- LABORER"						
CAISSON & UNDERPINNING LABORER *LABORERS - FOUNDATION AND MARINE*	12/01/2015	$35.30	$7.45	$13.75	$0.00	$56.50
	06/01/2016	$36.05	$7.45	$13.75	$0.00	$57.25
	12/01/2016	$37.05	$7.45	$13.75	$0.00	$58.25
For apprentice rates see "Apprentice- LABORER"						
CAISSON & UNDERPINNING TOP MAN *LABORERS - FOUNDATION AND MARINE*	12/01/2015	$35.30	$7.45	$13.75	$0.00	$56.50
	06/01/2016	$36.05	$7.45	$13.75	$0.00	$57.25
	12/01/2016	$37.05	$7.45	$13.75	$0.00	$58.25
For apprentice rates see "Apprentice- LABORER"						
CARBIDE CORE DRILL OPERATOR *LABORERS - ZONE 1*	12/01/2015	$35.60	$7.45	$13.55	$0.00	$56.60
	06/01/2016	$36.35	$7.45	$13.55	$0.00	$57.35
	12/01/2016	$37.35	$7.45	$13.55	$0.00	$58.35
For apprentice rates see "Apprentice- LABORER"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
CARPENTER *CARPENTERS -ZONE 1 (Metro Boston)*	03/01/2016	$43.92	$9.80	$16.82	$0.00	$70.54
	09/01/2016	$45.01	$9.80	$16.82	$0.00	$71.63
	03/01/2017	$46.09	$9.80	$16.82	$0.00	$72.71
	09/01/2017	$47.21	$9.80	$16.82	$0.00	$73.83
	03/01/2018	$48.32	$9.80	$16.82	$0.00	$74.94
	09/01/2018	$49.47	$9.80	$16.82	$0.00	$76.09
	03/01/2019	$50.62	$9.80	$16.82	$0.00	$77.24

Apprentice - *CARPENTER - Zone 1 Metro Boston*

Effective Date - 03/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$21.96	$9.80	$1.63	$0.00	$33.39
2	60	$26.35	$9.80	$1.63	$0.00	$37.78
3	70	$30.74	$9.80	$11.93	$0.00	$52.47
4	75	$32.94	$9.80	$11.93	$0.00	$54.67
5	80	$35.14	$9.80	$13.56	$0.00	$58.50
6	80	$35.14	$9.80	$13.56	$0.00	$58.50
7	90	$39.53	$9.80	$15.19	$0.00	$64.52
8	90	$39.53	$9.80	$15.19	$0.00	$64.52

Effective Date - 09/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$22.51	$9.80	$1.63	$0.00	$33.94
2	60	$27.01	$9.80	$1.63	$0.00	$38.44
3	70	$31.51	$9.80	$11.93	$0.00	$53.24
4	75	$33.76	$9.80	$11.93	$0.00	$55.49
5	80	$36.01	$9.80	$13.56	$0.00	$59.37
6	80	$36.01	$9.80	$13.56	$0.00	$59.37
7	90	$40.51	$9.80	$15.19	$0.00	$65.50
8	90	$40.51	$9.80	$15.19	$0.00	$65.50

Notes:

Apprentice to Journeyworker Ratio:1:5

CEMENT MASONRY/PLASTERING *BRICKLAYERS LOCAL 3 (BOSTON)*	01/01/2016	$46.44	$10.90	$18.71	$1.30	$77.35

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *CEMENT MASONRY/PLASTERING - Eastern Mass (Boston)*

Effective Date - 01/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$23.22	$10.90	$12.21	$0.00	$46.33
2	60	$27.86	$10.90	$13.71	$1.30	$53.77
3	65	$30.19	$10.90	$14.71	$1.30	$57.10
4	70	$32.51	$10.90	$15.71	$1.30	$60.42
5	75	$34.83	$10.90	$16.71	$1.30	$63.74
6	80	$37.15	$10.90	$17.71	$1.30	$67.06
7	90	$41.80	$10.90	$18.71	$1.30	$72.71

Notes:

Steps 3,4 are 500 hrs. All other steps are 1,000 hrs.

Apprentice to Journeyworker Ratio:1:3

CHAIN SAW OPERATOR *LABORERS - ZONE 1*	12/01/2015	$35.60	$7.45	$13.55	$0.00	$56.60
	06/01/2016	$36.35	$7.45	$13.55	$0.00	$57.35
	12/01/2016	$37.35	$7.45	$13.55	$0.00	$58.35
For apprentice rates see "Apprentice- LABORER"						
CLAM SHELLS/SLURRY BUCKETS/HEADING MACHINES *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$44.73	$10.00	$14.90	$0.00	$69.63
	06/01/2016	$45.48	$10.00	$14.90	$0.00	$70.38
	12/01/2016	$46.73	$10.00	$14.90	$0.00	$71.63
	06/01/2017	$47.73	$10.00	$14.90	$0.00	$72.63
	12/01/2017	$48.73	$10.00	$14.90	$0.00	$73.63
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
COMPRESSOR OPERATOR *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$30.13	$10.00	$14.90	$0.00	$55.03
	06/01/2016	$30.65	$10.00	$14.90	$0.00	$55.55
	12/01/2016	$31.52	$10.00	$14.90	$0.00	$56.42
	06/01/2017	$32.21	$10.00	$14.90	$0.00	$57.11
	12/01/2017	$32.90	$10.00	$14.90	$0.00	$57.80
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
DELEADER (BRIDGE) *PAINTERS LOCAL 35 - ZONE 1*	01/01/2016	$49.51	$7.85	$16.10	$0.00	$73.46
	07/01/2016	$50.46	$7.85	$16.10	$0.00	$74.41
	01/01/2017	$51.41	$7.85	$16.10	$0.00	$75.36

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *PAINTER Local 35 - BRIDGES/TANKS*

Effective Date - 01/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$24.76	$7.85	$0.00	$0.00	$32.61
2	55	$27.23	$7.85	$3.66	$0.00	$38.74
3	60	$29.71	$7.85	$3.99	$0.00	$41.55
4	65	$32.18	$7.85	$4.32	$0.00	$44.35
5	70	$34.66	$7.85	$14.11	$0.00	$56.62
6	75	$37.13	$7.85	$14.44	$0.00	$59.42
7	80	$39.61	$7.85	$14.77	$0.00	$62.23
8	90	$44.56	$7.85	$15.44	$0.00	$67.85

Effective Date - 07/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$25.23	$7.85	$0.00	$0.00	$33.08
2	55	$27.75	$7.85	$3.66	$0.00	$39.26
3	60	$30.28	$7.85	$3.99	$0.00	$42.12
4	65	$32.80	$7.85	$4.32	$0.00	$44.97
5	70	$35.32	$7.85	$14.11	$0.00	$57.28
6	75	$37.85	$7.85	$14.44	$0.00	$60.14
7	80	$40.37	$7.85	$14.77	$0.00	$62.99
8	90	$45.41	$7.85	$15.44	$0.00	$68.70

Notes:
Steps are 750 hrs.

Apprentice to Journeyworker Ratio:1:1

DEMO: ADZEMAN *LABORERS - ZONE 1*	12/01/2015	$35.50	$7.45	$13.55	$0.00	$56.50
For apprentice rates see "Apprentice- LABORER"						
DEMO: BACKHOE/LOADER/HAMMER OPERATOR *LABORERS - ZONE 1*	12/01/2015	$36.50	$7.45	$13.55	$0.00	$57.50
For apprentice rates see "Apprentice- LABORER"						
DEMO: BURNERS *LABORERS - ZONE 1*	12/01/2015	$36.25	$7.45	$13.55	$0.00	$57.25
For apprentice rates see "Apprentice- LABORER"						
DEMO: CONCRETE CUTTER/SAWYER *LABORERS - ZONE 1*	12/01/2015	$36.50	$7.45	$13.55	$0.00	$57.50
For apprentice rates see "Apprentice- LABORER"						
DEMO: JACKHAMMER OPERATOR *LABORERS - ZONE 1*	12/01/2015	$36.25	$7.45	$13.55	$0.00	$57.25
For apprentice rates see "Apprentice- LABORER"						
DEMO: WRECKING LABORER *LABORERS - ZONE 1*	12/01/2015	$35.50	$7.45	$13.55	$0.00	$56.50
For apprentice rates see "Apprentice- LABORER"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
DIRECTIONAL DRILL MACHINE OPERATOR *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.31	$10.00	$14.90	$0.00	$68.21
	06/01/2016	$44.06	$10.00	$14.90	$0.00	$68.96
	12/01/2016	$45.29	$10.00	$14.90	$0.00	$70.19
	06/01/2017	$46.28	$10.00	$14.90	$0.00	$71.18
	12/01/2017	$47.27	$10.00	$14.90	$0.00	$72.17
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
DIVER *PILE DRIVER LOCAL 56 (ZONE 1)*	08/01/2015	$58.86	$9.80	$19.23	$0.00	$87.89
For apprentice rates see "Apprentice- PILE DRIVER"						
DIVER TENDER *PILE DRIVER LOCAL 56 (ZONE 1)*	08/01/2015	$42.04	$9.80	$19.23	$0.00	$71.07
For apprentice rates see "Apprentice- PILE DRIVER"						
DIVER TENDER (EFFLUENT) *PILE DRIVER LOCAL 56 (ZONE 1)*	08/01/2015	$63.06	$9.80	$19.23	$0.00	$92.09
For apprentice rates see "Apprentice- PILE DRIVER"						
DIVER/SLURRY (EFFLUENT) *PILE DRIVER LOCAL 56 (ZONE 1)*	08/01/2015	$88.23	$9.80	$19.23	$0.00	$117.26
For apprentice rates see "Apprentice- PILE DRIVER"						
DRAWBRIDGE OPERATOR (Construction) *ELECTRICIANS LOCAL 103*	03/01/2016	$46.17	$13.00	$16.39	$0.00	$75.56
For apprentice rates see "Apprentice- ELECTRICIAN"						
ELECTRICIAN *ELECTRICIANS LOCAL 103*	03/01/2016	$46.17	$13.00	$16.39	$0.00	$75.56

Apprentice - *ELECTRICIAN - Local 103*

Effective Date - 03/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	40	$18.47	$13.00	$0.55	$0.00	$32.02
2	40	$18.47	$13.00	$0.55	$0.00	$32.02
3	45	$20.78	$13.00	$12.34	$0.00	$46.12
4	45	$20.78	$13.00	$12.34	$0.00	$46.12
5	50	$23.09	$13.00	$12.71	$0.00	$48.80
6	55	$25.39	$13.00	$13.07	$0.00	$51.46
7	60	$27.70	$13.00	$13.44	$0.00	$54.14
8	65	$30.01	$13.00	$13.81	$0.00	$56.82
9	70	$32.32	$13.00	$14.18	$0.00	$59.50
10	75	$34.63	$13.00	$14.55	$0.00	$62.18

Notes: :
App Prior 1/1/03; 30/35/40/45/50/55/65/70/75/80

Apprentice to Journeyworker Ratio:2:3***

ELEVATOR CONSTRUCTOR *ELEVATOR CONSTRUCTORS LOCAL 4*	01/01/2016	$54.53	$14.43	$14.96	$0.00	$83.92
	01/01/2017	$55.86	$15.28	$15.71	$0.00	$86.85

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *ELEVATOR CONSTRUCTOR - Local 4*

Effective Date - 01/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$27.27	$14.43	$0.00	$0.00	$41.70
2	55	$29.99	$14.43	$14.96	$0.00	$59.38
3	65	$35.44	$14.43	$14.96	$0.00	$64.83
4	70	$38.17	$14.43	$14.96	$0.00	$67.56
5	80	$43.62	$14.43	$14.96	$0.00	$73.01

Effective Date - 01/01/2017

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$27.93	$15.28	$0.00	$0.00	$43.21
2	55	$30.72	$15.28	$15.71	$0.00	$61.71
3	65	$36.31	$15.28	$15.71	$0.00	$67.30
4	70	$39.10	$15.28	$15.71	$0.00	$70.09
5	80	$44.69	$15.28	$15.71	$0.00	$75.68

Notes:
Steps 1-2 are 6 mos.; Steps 3-5 are 1 year

Apprentice to Journeyworker Ratio:1:1

ELEVATOR CONSTRUCTOR HELPER *ELEVATOR CONSTRUCTORS LOCAL 4*	01/01/2016	$38.17	$14.43	$14.96	$0.00	$67.56
	01/01/2017	$39.10	$15.28	$15.71	$0.00	$70.09
For apprentice rates see "Apprentice - ELEVATOR CONSTRUCTOR"						
FENCE & GUARD RAIL ERECTOR *LABORERS - ZONE 1*	12/01/2015	$35.60	$7.45	$13.55	$0.00	$56.60
	06/01/2016	$36.35	$7.45	$13.55	$0.00	$57.35
	12/01/2016	$37.35	$7.45	$13.55	$0.00	$58.35
For apprentice rates see "Apprentice- LABORER"						
FIELD ENG.INST.PERSON-BLDG,SITE,HVY/HWY *OPERATING ENGINEERS LOCAL 4*	11/01/2015	$40.49	$10.00	$14.55	$0.00	$65.04
	05/01/2016	$41.38	$10.00	$14.55	$0.00	$65.93
	11/01/2016	$41.97	$10.00	$14.55	$0.00	$66.52
	05/01/2017	$42.85	$10.00	$14.55	$0.00	$67.40
	11/01/2017	$43.58	$10.00	$14.55	$0.00	$68.13
	05/01/2018	$44.29	$10.00	$14.55	$0.00	$68.84
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
FIELD ENG.PARTY CHIEF-BLDG,SITE,HVY/HWY *OPERATING ENGINEERS LOCAL 4*	11/01/2015	$41.93	$10.00	$14.55	$0.00	$66.48
	05/01/2016	$42.82	$10.00	$14.55	$0.00	$67.37
	11/01/2016	$43.42	$10.00	$14.55	$0.00	$67.97
	05/01/2017	$44.31	$10.00	$14.55	$0.00	$68.86
	11/01/2017	$45.04	$10.00	$14.55	$0.00	$69.59
	05/01/2018	$45.76	$10.00	$14.55	$0.00	$70.31
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
FIELD ENG.ROD PERSON-BLDG,SITE,HVY/HWY *OPERATING ENGINEERS LOCAL 4*	11/01/2015	$21.71	$10.00	$14.55	$0.00	$46.26
	05/01/2016	$22.23	$10.00	$14.55	$0.00	$46.78
	11/01/2016	$22.58	$10.00	$14.55	$0.00	$47.13
	05/01/2017	$23.11	$10.00	$14.55	$0.00	$47.66
	11/01/2017	$23.53	$10.00	$14.55	$0.00	$48.08
	05/01/2018	$23.96	$10.00	$14.55	$0.00	$48.51
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
FIRE ALARM INSTALLER *ELECTRICIANS LOCAL 103*	03/01/2016	$46.17	$13.00	$16.39	$0.00	$75.56
For apprentice rates see "Apprentice- ELECTRICIAN"						
FIRE ALARM REPAIR / MAINTENANCE / COMMISSIONING*ELECTRICIANS LOCAL 103*	03/01/2016	$34.63	$13.00	$14.55	$0.00	$62.18
For apprentice rates see "Apprentice- TELECOMMUNICATIONS TECHNICIAN"						
FIREMAN (ASST. ENGINEER) *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$36.34	$10.00	$14.90	$0.00	$61.24
	06/01/2016	$36.96	$10.00	$14.90	$0.00	$61.86
	12/01/2016	$38.00	$10.00	$14.90	$0.00	$62.90
	06/01/2017	$38.84	$10.00	$14.90	$0.00	$63.74
	12/01/2017	$39.67	$10.00	$14.90	$0.00	$64.57
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
FLAGGER & SIGNALER *LABORERS - ZONE 1*	12/01/2015	$20.50	$7.45	$13.55	$0.00	$41.50
	06/01/2016	$20.50	$7.45	$13.55	$0.00	$41.50
	12/01/2016	$20.50	$7.45	$13.55	$0.00	$41.50
For apprentice rates see "Apprentice- LABORER"						
FLOORCOVERER *FLOORCOVERERS LOCAL 2168 ZONE I*	03/01/2016	$42.13	$9.80	$17.62	$0.00	$69.55

Apprentice - *FLOORCOVERER - Local 2168 Zone I*

Effective Date - 03/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$21.07	$9.80	$1.79	$0.00	$32.66
2	55	$23.17	$9.80	$1.79	$0.00	$34.76
3	60	$25.28	$9.80	$12.25	$0.00	$47.33
4	65	$27.38	$9.80	$12.25	$0.00	$49.43
5	70	$29.49	$9.80	$14.04	$0.00	$53.33
6	75	$31.60	$9.80	$14.04	$0.00	$55.44
7	80	$33.70	$9.80	$15.83	$0.00	$59.33
8	85	$35.81	$9.80	$15.83	$0.00	$61.44

Notes:

Steps are 750 hrs.

Apprentice to Journeyworker Ratio:1:1

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
FORK LIFT/CHERRY PICKER *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.73	$10.00	$14.90	$0.00	$68.63
	06/01/2016	$44.48	$10.00	$14.90	$0.00	$69.38
	12/01/2016	$45.73	$10.00	$14.90	$0.00	$70.63
	06/01/2017	$46.73	$10.00	$14.90	$0.00	$71.63
	12/01/2017	$47.73	$10.00	$14.90	$0.00	$72.63
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
GENERATOR/LIGHTING PLANT/HEATERS *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$30.13	$10.00	$14.90	$0.00	$55.03
	06/01/2016	$30.65	$10.00	$14.90	$0.00	$55.55
	12/01/2016	$31.52	$10.00	$14.90	$0.00	$56.42
	06/01/2017	$32.21	$10.00	$14.90	$0.00	$57.11
	12/01/2017	$32.90	$10.00	$14.90	$0.00	$57.80
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
GLAZIER (GLASS PLANK/AIR BARRIER/INTERIOR SYSTEMS) *GLAZIERS LOCAL 35 (ZONE 1)*	01/01/2016	$44.80	$7.85	$16.10	$0.00	$68.75
	07/01/2016	$45.75	$7.85	$16.10	$0.00	$69.70
	01/01/2017	$46.70	$7.85	$16.10	$0.00	$70.65

Apprentice - *GLAZIER - Local 35 Zone 1*

Effective Date - 01/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$22.40	$7.85	$0.00	$0.00	$30.25
2	55	$24.64	$7.85	$3.66	$0.00	$36.15
3	60	$26.88	$7.85	$3.99	$0.00	$38.72
4	65	$29.12	$7.85	$4.32	$0.00	$41.29
5	70	$31.36	$7.85	$14.11	$0.00	$53.32
6	75	$33.60	$7.85	$14.44	$0.00	$55.89
7	80	$35.84	$7.85	$14.77	$0.00	$58.46
8	90	$40.32	$7.85	$15.44	$0.00	$63.61

Effective Date - 07/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$22.88	$7.85	$0.00	$0.00	$30.73
2	55	$25.16	$7.85	$3.66	$0.00	$36.67
3	60	$27.45	$7.85	$3.99	$0.00	$39.29
4	65	$29.74	$7.85	$4.32	$0.00	$41.91
5	70	$32.03	$7.85	$14.11	$0.00	$53.99
6	75	$34.31	$7.85	$14.44	$0.00	$56.60
7	80	$36.60	$7.85	$14.77	$0.00	$59.22
8	90	$41.18	$7.85	$15.44	$0.00	$64.47

Notes:

Steps are 750 hrs.

Apprentice to Journeyworker Ratio:1:1

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
HOISTING ENGINEER/CRANES/GRADALLS *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.73	$10.00	$14.90	$0.00	$68.63
	06/01/2016	$44.48	$10.00	$14.90	$0.00	$69.38
	12/01/2016	$45.73	$10.00	$14.90	$0.00	$70.63
	06/01/2017	$46.73	$10.00	$14.90	$0.00	$71.63
	12/01/2017	$47.73	$10.00	$14.90	$0.00	$72.63

Apprentice - *OPERATING ENGINEERS - Local 4*

Effective Date - 12/01/2015

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	55	$24.05	$10.00	$0.00	$0.00	$34.05
2	60	$26.24	$10.00	$14.90	$0.00	$51.14
3	65	$28.42	$10.00	$14.90	$0.00	$53.32
4	70	$30.61	$10.00	$14.90	$0.00	$55.51
5	75	$32.80	$10.00	$14.90	$0.00	$57.70
6	80	$34.98	$10.00	$14.90	$0.00	$59.88
7	85	$37.17	$10.00	$14.90	$0.00	$62.07
8	90	$39.36	$10.00	$14.90	$0.00	$64.26

Effective Date - 06/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	55	$24.46	$10.00	$0.00	$0.00	$34.46
2	60	$26.69	$10.00	$14.90	$0.00	$51.59
3	65	$28.91	$10.00	$14.90	$0.00	$53.81
4	70	$31.14	$10.00	$14.90	$0.00	$56.04
5	75	$33.36	$10.00	$14.90	$0.00	$58.26
6	80	$35.58	$10.00	$14.90	$0.00	$60.48
7	85	$37.81	$10.00	$14.90	$0.00	$62.71
8	90	$40.03	$10.00	$14.90	$0.00	$64.93

Notes:

Apprentice to Journeyworker Ratio:1:6

HVAC (DUCTWORK) *SHEETMETAL WORKERS LOCAL 17 - A*	02/01/2016	$43.31	$10.70	$21.95	$2.28	$78.24
	08/01/2016	$44.46	$10.70	$21.95	$2.28	$79.39
	02/01/2017	$45.56	$10.70	$21.95	$2.28	$80.49
	08/01/2017	$46.66	$10.70	$21.95	$2.28	$81.59
	02/01/2018	$47.81	$10.70	$21.95	$2.28	$82.74

For apprentice rates see "Apprentice- SHEET METAL WORKER"

HVAC (ELECTRICAL CONTROLS) *ELECTRICIANS LOCAL 103*	03/01/2016	$46.17	$13.00	$16.39	$0.00	$75.56

For apprentice rates see "Apprentice- ELECTRICIAN"

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
HVAC (TESTING AND BALANCING - AIR) *SHEETMETAL WORKERS LOCAL 17 - A*	02/01/2016	$43.31	$10.70	$21.95	$2.28	$78.24
	08/01/2016	$44.46	$10.70	$21.95	$2.28	$79.39
	02/01/2017	$45.56	$10.70	$21.95	$2.28	$80.49
	08/01/2017	$46.66	$10.70	$21.95	$2.28	$81.59
	02/01/2018	$47.81	$10.70	$21.95	$2.28	$82.74
For apprentice rates see "Apprentice- SHEET METAL WORKER"						
HVAC (TESTING AND BALANCING -WATER) *PIPEFITTERS LOCAL 537*	03/01/2016	$49.19	$9.70	$18.14	$0.00	$77.03
	09/01/2016	$50.19	$9.70	$18.14	$0.00	$78.03
	03/01/2017	$51.19	$9.70	$18.14	$0.00	$79.03
For apprentice rates see "Apprentice- PIPEFITTER" or "PLUMBER/PIPEFITTER"						
HVAC MECHANIC *PIPEFITTERS LOCAL 537*	03/01/2016	$49.19	$9.70	$18.14	$0.00	$77.03
	09/01/2016	$50.19	$9.70	$18.14	$0.00	$78.03
	03/01/2017	$51.19	$9.70	$18.14	$0.00	$79.03
For apprentice rates see "Apprentice- PIPEFITTER" or "PLUMBER/PIPEFITTER"						
HYDRAULIC DRILLS *LABORERS - ZONE 1*	12/01/2015	$36.10	$7.45	$13.55	$0.00	$57.10
	06/01/2016	$36.85	$7.45	$13.55	$0.00	$57.85
	12/01/2016	$37.85	$7.45	$13.55	$0.00	$58.85
For apprentice rates see "Apprentice- LABORER"						
INSULATOR (PIPES & TANKS) *HEAT & FROST INSULATORS LOCAL 6 (BOSTON)*	09/01/2015	$43.81	$11.50	$13.80	$0.00	$69.11
	09/01/2016	$45.81	$11.50	$13.80	$0.00	$71.11
	09/01/2017	$47.81	$11.50	$13.80	$0.00	$73.11
	09/01/2018	$50.06	$11.50	$13.80	$0.00	$75.36
	09/01/2019	$52.56	$11.50	$13.80	$0.00	$77.86

Apprentice - *ASBESTOS INSULATOR (Pipes & Tanks) - Local 6 Boston*

Effective Date - 09/01/2015

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$21.91	$11.50	$10.05	$0.00	$43.46
2	60	$26.29	$11.50	$10.80	$0.00	$48.59
3	70	$30.67	$11.50	$11.55	$0.00	$53.72
4	80	$35.05	$11.50	$12.30	$0.00	$58.85

Effective Date - 09/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$22.91	$11.50	$10.05	$0.00	$44.46
2	60	$27.49	$11.50	$10.80	$0.00	$49.79
3	70	$32.07	$11.50	$11.55	$0.00	$55.12
4	80	$36.65	$11.50	$12.30	$0.00	$60.45

Notes:

Steps are 1 year

Apprentice to Journeyworker Ratio:1:4

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
IRONWORKER/WELDER *IRONWORKERS LOCAL 7 (BOSTON AREA)*	09/16/2015	$42.40	$7.80	$20.85	$0.00	$71.05
	03/16/2016	$43.40	$7.80	$20.85	$0.00	$72.05
	09/16/2016	$44.05	$7.80	$20.85	$0.00	$72.70
	03/16/2017	$44.65	$7.80	$20.85	$0.00	$73.30

Apprentice - *IRONWORKER - Local 7 Boston*

Effective Date - 09/16/2015

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	60	$25.44	$7.80	$20.85	$0.00	$54.09
2	70	$29.68	$7.80	$20.85	$0.00	$58.33
3	75	$31.80	$7.80	$20.85	$0.00	$60.45
4	80	$33.92	$7.80	$20.85	$0.00	$62.57
5	85	$36.04	$7.80	$20.85	$0.00	$64.69
6	90	$38.16	$7.80	$20.85	$0.00	$66.81

Effective Date - 03/16/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	60	$26.04	$7.80	$20.85	$0.00	$54.69
2	70	$30.38	$7.80	$20.85	$0.00	$59.03
3	75	$32.55	$7.80	$20.85	$0.00	$61.20
4	80	$34.72	$7.80	$20.85	$0.00	$63.37
5	85	$36.89	$7.80	$20.85	$0.00	$65.54
6	90	$39.06	$7.80	$20.85	$0.00	$67.71

Notes:

** Structural 1:6; Ornamental 1:4

Apprentice to Journeyworker Ratio:**

JACKHAMMER & PAVING BREAKER OPERATOR *LABORERS - ZONE 1*	12/01/2015	$35.60	$7.45	$13.55	$0.00	$56.60
	06/01/2016	$36.35	$7.45	$13.55	$0.00	$57.35
	12/01/2016	$37.35	$7.45	$13.55	$0.00	$58.35
For apprentice rates see "Apprentice- LABORER"						
LABORER *LABORERS - ZONE 1*	12/01/2015	$35.35	$7.45	$13.55	$0.00	$56.35
	06/01/2016	$36.10	$7.45	$13.55	$0.00	$57.10
	12/01/2016	$37.10	$7.45	$13.55	$0.00	$58.10

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *LABORER - Zone 1*

Effective Date - 12/01/2015

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	60	$21.21	$7.45	$13.55	$0.00	$42.21
2	70	$24.75	$7.45	$13.55	$0.00	$45.75
3	80	$28.28	$7.45	$13.55	$0.00	$49.28
4	90	$31.82	$7.45	$13.55	$0.00	$52.82

Effective Date - 06/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	60	$21.66	$7.45	$13.55	$0.00	$42.66
2	70	$25.27	$7.45	$13.55	$0.00	$46.27
3	80	$28.88	$7.45	$13.55	$0.00	$49.88
4	90	$32.49	$7.45	$13.55	$0.00	$53.49

Notes:

Apprentice to Journeyworker Ratio:1:5

LABORER: CARPENTER TENDER *LABORERS - ZONE 1*	12/01/2015	$35.35	$7.45	$13.55	$0.00	$56.35
	06/01/2016	$36.10	$7.45	$13.55	$0.00	$57.10
	12/01/2016	$37.10	$7.45	$13.55	$0.00	$58.10
For apprentice rates see "Apprentice- LABORER"						
LABORER: CEMENT FINISHER TENDER *LABORERS - ZONE 1*	12/01/2015	$35.35	$7.45	$13.55	$0.00	$56.35
	06/01/2016	$36.10	$7.45	$13.55	$0.00	$57.10
	12/01/2016	$37.10	$7.45	$13.55	$0.00	$58.10
For apprentice rates see "Apprentice- LABORER"						
LABORER: HAZARDOUS WASTE/ASBESTOS REMOVER *LABORERS - ZONE 1*	12/01/2015	$35.50	$7.45	$13.55	$0.00	$56.50
For apprentice rates see "Apprentice- LABORER"						
LABORER: MASON TENDER *LABORERS - ZONE 1*	12/01/2015	$35.60	$7.45	$13.55	$0.00	$56.60
	06/01/2016	$36.35	$7.45	$13.55	$0.00	$57.35
	12/01/2016	$37.35	$7.45	$13.55	$0.00	$58.35
For apprentice rates see "Apprentice- LABORER"						
LABORER: MULTI-TRADE TENDER *LABORERS - ZONE 1*	12/01/2015	$35.35	$7.45	$13.55	$0.00	$56.35
	06/01/2016	$36.10	$7.45	$13.55	$0.00	$57.10
	12/01/2016	$37.10	$7.45	$13.55	$0.00	$58.10
For apprentice rates see "Apprentice- LABORER"						
LABORER: TREE REMOVER *LABORERS - ZONE 1*	12/01/2015	$35.35	$7.45	$13.55	$0.00	$56.35
	06/01/2016	$36.10	$7.45	$13.55	$0.00	$57.10
	12/01/2016	$37.10	$7.45	$13.55	$0.00	$58.10
This classification applies to all tree work associated with the removal of standing trees, and trimming and removal of branches and limbs when the work is not done for a utility company for the purpose of operation, maintenance or repair of utility company equipment. For apprentice rates see "Apprentice- LABORER"						
LASER BEAM OPERATOR *LABORERS - ZONE 1*	12/01/2015	$35.60	$7.45	$13.55	$0.00	$56.60
	06/01/2016	$36.35	$7.45	$13.55	$0.00	$57.35
	12/01/2016	$37.35	$7.45	$13.55	$0.00	$58.35
For apprentice rates see "Apprentice- LABORER"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
MARBLE & TILE FINISHERS *BRICKLAYERS LOCAL 3 - MARBLE & TILE*	02/01/2016	$38.08	$10.18	$17.70	$0.00	$65.96
	08/01/2016	$38.78	$10.18	$17.78	$0.00	$66.74
	02/01/2017	$39.24	$10.18	$17.78	$0.00	$67.20

Apprentice - *MARBLE & TILE FINISHER - Local 3 Marble & Tile*

Effective Date - 02/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$19.04	$10.18	$17.70	$0.00	$46.92
2	60	$22.85	$10.18	$17.70	$0.00	$50.73
3	70	$26.66	$10.18	$17.70	$0.00	$54.54
4	80	$30.46	$10.18	$17.70	$0.00	$58.34
5	90	$34.27	$10.18	$17.70	$0.00	$62.15

Effective Date - 08/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$19.39	$10.18	$17.78	$0.00	$47.35
2	60	$23.27	$10.18	$17.78	$0.00	$51.23
3	70	$27.15	$10.18	$17.78	$0.00	$55.11
4	80	$31.02	$10.18	$17.78	$0.00	$58.98
5	90	$34.90	$10.18	$17.78	$0.00	$62.86

Notes:

Apprentice to Journeyworker Ratio:1:3

MARBLE MASONS,TILELAYERS & TERRAZZO MECH *BRICKLAYERS LOCAL 3 - MARBLE & TILE*	02/01/2016	$49.90	$10.18	$19.14	$0.00	$79.22
	08/01/2016	$50.80	$10.18	$19.22	$0.00	$80.20
	02/01/2017	$51.37	$10.18	$19.22	$0.00	$80.77

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *MARBLE-TILE-TERRAZZO MECHANIC - Local 3 Marble & Tile*

Effective Date - 02/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$24.95	$10.18	$19.14	$0.00	$54.27
2	60	$29.94	$10.18	$19.14	$0.00	$59.26
3	70	$34.93	$10.18	$19.14	$0.00	$64.25
4	80	$39.92	$10.18	$19.14	$0.00	$69.24
5	90	$44.91	$10.18	$19.14	$0.00	$74.23

Effective Date - 08/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$25.40	$10.18	$19.22	$0.00	$54.80
2	60	$30.48	$10.18	$19.22	$0.00	$59.88
3	70	$35.56	$10.18	$19.22	$0.00	$64.96
4	80	$40.64	$10.18	$19.22	$0.00	$70.04
5	90	$45.72	$10.18	$19.22	$0.00	$75.12

Notes:

Apprentice to Journeyworker Ratio:1:5

MECH. SWEEPER OPERATOR (ON CONST. SITES) *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.31	$10.00	$14.90	$0.00	$68.21
	06/01/2016	$44.06	$10.00	$14.90	$0.00	$68.96
	12/01/2016	$45.29	$10.00	$14.90	$0.00	$70.19
	06/01/2017	$46.28	$10.00	$14.90	$0.00	$71.18
	12/01/2017	$47.27	$10.00	$14.90	$0.00	$72.17
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
MECHANICS MAINTENANCE *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.31	$10.00	$14.90	$0.00	$68.21
	06/01/2016	$44.06	$10.00	$14.90	$0.00	$68.96
	12/01/2016	$45.29	$10.00	$14.90	$0.00	$70.19
	06/01/2017	$46.28	$10.00	$14.90	$0.00	$71.18
	12/01/2017	$47.27	$10.00	$14.90	$0.00	$72.17
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
MILLWRIGHT (Zone 1) *MILLWRIGHTS LOCAL 1121 - Zone 1*	04/01/2015	$37.64	$9.80	$16.21	$0.00	$63.65

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *MILLWRIGHT - Local 1121 Zone 1*

Effective Date - 04/01/2015

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	55	$20.70	$9.80	$4.48	$0.00	$34.98
2	65	$24.47	$9.80	$13.36	$0.00	$47.63
3	75	$28.23	$9.80	$14.18	$0.00	$52.21
4	85	$31.99	$9.80	$14.99	$0.00	$56.78

Notes:

Steps are 2,000 hours

Apprentice to Journeyworker Ratio:1:5

MORTAR MIXER *LABORERS - ZONE 1*	12/01/2015	$35.60	$7.45	$13.55	$0.00	$56.60
	06/01/2016	$36.35	$7.45	$13.55	$0.00	$57.35
	12/01/2016	$37.35	$7.45	$13.55	$0.00	$58.35
For apprentice rates see "Apprentice- LABORER"						
OILER (OTHER THAN TRUCK CRANES,GRADALLS) *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$22.27	$10.00	$14.90	$0.00	$47.17
	06/01/2016	$22.66	$10.00	$14.90	$0.00	$47.56
	12/01/2016	$23.31	$10.00	$14.90	$0.00	$48.21
	06/01/2017	$23.82	$10.00	$14.90	$0.00	$48.72
	12/01/2017	$24.34	$10.00	$14.90	$0.00	$49.24
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
OILER (TRUCK CRANES, GRADALLS) *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$26.08	$10.00	$14.90	$0.00	$50.98
	06/01/2016	$26.54	$10.00	$14.90	$0.00	$51.44
	12/01/2016	$27.29	$10.00	$14.90	$0.00	$52.19
	06/01/2017	$27.89	$10.00	$14.90	$0.00	$52.79
	12/01/2017	$28.50	$10.00	$14.90	$0.00	$53.40
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
OTHER POWER DRIVEN EQUIPMENT - CLASS II *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.31	$10.00	$14.90	$0.00	$68.21
	06/01/2016	$44.06	$10.00	$14.90	$0.00	$68.96
	12/01/2016	$45.29	$10.00	$14.90	$0.00	$70.19
	06/01/2017	$46.28	$10.00	$14.90	$0.00	$71.18
	12/01/2017	$47.27	$10.00	$14.90	$0.00	$72.17
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
PAINTER (BRIDGES/TANKS) *PAINTERS LOCAL 35 - ZONE 1*	01/01/2016	$49.51	$7.85	$16.10	$0.00	$73.46
	07/01/2016	$50.46	$7.85	$16.10	$0.00	$74.41
	01/01/2017	$51.41	$7.85	$16.10	$0.00	$75.36

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *PAINTER Local 35 - BRIDGES/TANKS*

Effective Date - 01/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$24.76	$7.85	$0.00	$0.00	$32.61
2	55	$27.23	$7.85	$3.66	$0.00	$38.74
3	60	$29.71	$7.85	$3.99	$0.00	$41.55
4	65	$32.18	$7.85	$4.32	$0.00	$44.35
5	70	$34.66	$7.85	$14.11	$0.00	$56.62
6	75	$37.13	$7.85	$14.44	$0.00	$59.42
7	80	$39.61	$7.85	$14.77	$0.00	$62.23
8	90	$44.56	$7.85	$15.44	$0.00	$67.85

Effective Date - 07/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$25.23	$7.85	$0.00	$0.00	$33.08
2	55	$27.75	$7.85	$3.66	$0.00	$39.26
3	60	$30.28	$7.85	$3.99	$0.00	$42.12
4	65	$32.80	$7.85	$4.32	$0.00	$44.97
5	70	$35.32	$7.85	$14.11	$0.00	$57.28
6	75	$37.85	$7.85	$14.44	$0.00	$60.14
7	80	$40.37	$7.85	$14.77	$0.00	$62.99
8	90	$45.41	$7.85	$15.44	$0.00	$68.70

Notes:
Steps are 750 hrs.

Apprentice to Journeyworker Ratio:1:1

PAINTER (SPRAY OR SANDBLAST, NEW) *	01/01/2016	$46.20	$7.85	$16.10	$0.00	$70.15
* If 30% or more of surfaces to be painted are new construction, NEW paint rate shall be used.*PAINTERS LOCAL 35 - ZONE 1*	07/01/2016	$47.15	$7.85	$16.10	$0.00	$71.10
	01/01/2017	$48.10	$7.85	$16.10	$0.00	$72.05

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *PAINTER Local 35 Zone 1 - Spray/Sandblast - New*

Effective Date - 01/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$23.10	$7.85	$0.00	$0.00	$30.95
2	55	$25.41	$7.85	$3.66	$0.00	$36.92
3	60	$27.72	$7.85	$3.99	$0.00	$39.56
4	65	$30.03	$7.85	$4.32	$0.00	$42.20
5	70	$32.34	$7.85	$14.11	$0.00	$54.30
6	75	$34.65	$7.85	$14.44	$0.00	$56.94
7	80	$36.96	$7.85	$14.77	$0.00	$59.58
8	90	$41.58	$7.85	$15.44	$0.00	$64.87

Effective Date - 07/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$23.58	$7.85	$0.00	$0.00	$31.43
2	55	$25.93	$7.85	$3.66	$0.00	$37.44
3	60	$28.29	$7.85	$3.99	$0.00	$40.13
4	65	$30.65	$7.85	$4.32	$0.00	$42.82
5	70	$33.01	$7.85	$14.11	$0.00	$54.97
6	75	$35.36	$7.85	$14.44	$0.00	$57.65
7	80	$37.72	$7.85	$14.77	$0.00	$60.34
8	90	$42.44	$7.85	$15.44	$0.00	$65.73

Notes:
Steps are 750 hrs.

Apprentice to Journeyworker Ratio:1:1

PAINTER (SPRAY OR SANDBLAST, REPAINT) *PAINTERS LOCAL 35 - ZONE 1*	01/01/2016	$44.26	$7.85	$16.10	$0.00	$68.21
	07/01/2016	$45.21	$7.85	$16.10	$0.00	$69.16
	01/01/2017	$46.16	$7.85	$16.10	$0.00	$70.11

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *PAINTER Local 35 Zone 1 - Spray/Sandblast - Repaint*

Effective Date - 01/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$22.13	$7.85	$0.00	$0.00	$29.98
2	55	$24.34	$7.85	$3.66	$0.00	$35.85
3	60	$26.56	$7.85	$3.99	$0.00	$38.40
4	65	$28.77	$7.85	$4.32	$0.00	$40.94
5	70	$30.98	$7.85	$14.11	$0.00	$52.94
6	75	$33.20	$7.85	$14.44	$0.00	$55.49
7	80	$35.41	$7.85	$14.77	$0.00	$58.03
8	90	$39.83	$7.85	$15.44	$0.00	$63.12

Effective Date - 07/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$22.61	$7.85	$0.00	$0.00	$30.46
2	55	$24.87	$7.85	$3.66	$0.00	$36.38
3	60	$27.13	$7.85	$3.99	$0.00	$38.97
4	65	$29.39	$7.85	$4.32	$0.00	$41.56
5	70	$31.65	$7.85	$14.11	$0.00	$53.61
6	75	$33.91	$7.85	$14.44	$0.00	$56.20
7	80	$36.17	$7.85	$14.77	$0.00	$58.79
8	90	$40.69	$7.85	$15.44	$0.00	$63.98

Notes:
Steps are 750 hrs.

Apprentice to Journeyworker Ratio:1:1

PAINTER (TRAFFIC MARKINGS) *LABORERS - ZONE 1*	12/01/2015	$35.35	$7.45	$13.55	$0.00	$56.35
	06/01/2016	$36.10	$7.45	$13.55	$0.00	$57.10
	12/01/2016	$37.10	$7.45	$13.55	$0.00	$58.10
For Apprentice rates see "Apprentice- LABORER"						
PAINTER / TAPER (BRUSH, NEW) * * If 30% or more of surfaces to be painted are new construction, NEW paint rate shall be used.*PAINTERS LOCAL 35 - ZONE 1*	01/01/2016	$44.80	$7.85	$16.10	$0.00	$68.75
	07/01/2016	$45.75	$7.85	$16.10	$0.00	$69.70
	01/01/2017	$46.70	$7.85	$16.10	$0.00	$70.65

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *PAINTER - Local 35 Zone 1 - BRUSH NEW*

Effective Date - 01/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$22.40	$7.85	$0.00	$0.00	$30.25
2	55	$24.64	$7.85	$3.66	$0.00	$36.15
3	60	$26.88	$7.85	$3.99	$0.00	$38.72
4	65	$29.12	$7.85	$4.32	$0.00	$41.29
5	70	$31.36	$7.85	$14.11	$0.00	$53.32
6	75	$33.60	$7.85	$14.44	$0.00	$55.89
7	80	$35.84	$7.85	$14.77	$0.00	$58.46
8	90	$40.32	$7.85	$15.44	$0.00	$63.61

Effective Date - 07/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$22.88	$7.85	$0.00	$0.00	$30.73
2	55	$25.16	$7.85	$3.66	$0.00	$36.67
3	60	$27.45	$7.85	$3.99	$0.00	$39.29
4	65	$29.74	$7.85	$4.32	$0.00	$41.91
5	70	$32.03	$7.85	$14.11	$0.00	$53.99
6	75	$34.31	$7.85	$14.44	$0.00	$56.60
7	80	$36.60	$7.85	$14.77	$0.00	$59.22
8	90	$41.18	$7.85	$15.44	$0.00	$64.47

Notes:
Steps are 750 hrs.

Apprentice to Journeyworker Ratio:1:1

PAINTER / TAPER (BRUSH, REPAINT) *PAINTERS LOCAL 35 - ZONE 1*	01/01/2016	$42.86	$7.85	$16.10	$0.00	$66.81
	07/01/2016	$43.81	$7.85	$16.10	$0.00	$67.76
	01/01/2017	$44.76	$7.85	$16.10	$0.00	$68.71

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *PAINTER Local 35 Zone 1 - BRUSH REPAINT*

Effective Date - 01/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$21.43	$7.85	$0.00	$0.00	$29.28
2	55	$23.57	$7.85	$3.66	$0.00	$35.08
3	60	$25.72	$7.85	$3.99	$0.00	$37.56
4	65	$27.86	$7.85	$4.32	$0.00	$40.03
5	70	$30.00	$7.85	$14.11	$0.00	$51.96
6	75	$32.15	$7.85	$14.44	$0.00	$54.44
7	80	$34.29	$7.85	$14.77	$0.00	$56.91
8	90	$38.57	$7.85	$15.44	$0.00	$61.86

Effective Date - 07/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$21.91	$7.85	$0.00	$0.00	$29.76
2	55	$24.10	$7.85	$3.66	$0.00	$35.61
3	60	$26.29	$7.85	$3.99	$0.00	$38.13
4	65	$28.48	$7.85	$4.32	$0.00	$40.65
5	70	$30.67	$7.85	$14.11	$0.00	$52.63
6	75	$32.86	$7.85	$14.44	$0.00	$55.15
7	80	$35.05	$7.85	$14.77	$0.00	$57.67
8	90	$39.43	$7.85	$15.44	$0.00	$62.72

Notes:
Steps are 750 hrs.

Apprentice to Journeyworker Ratio:1:1

PANEL & PICKUP TRUCKS DRIVER *TEAMSTERS JOINT COUNCIL NO. 10 ZONE A*	12/01/2015	$32.58	$10.41	$10.08	$0.00	$53.07
	06/01/2016	$33.08	$10.41	$10.08	$0.00	$53.57
	08/01/2016	$33.08	$10.91	$10.08	$0.00	$54.07
	12/01/2016	$33.08	$10.91	$10.89	$0.00	$54.88
PIER AND DOCK CONSTRUCTOR (UNDERPINNING AND DECK) *PILE DRIVER LOCAL 56 (ZONE 1)* For apprentice rates see "Apprentice- PILE DRIVER"	08/01/2015	$42.04	$9.80	$19.23	$0.00	$71.07
PILE DRIVER *PILE DRIVER LOCAL 56 (ZONE 1)*	08/01/2015	$42.04	$9.80	$19.23	$0.00	$71.07

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *PILE DRIVER - Local 56 Zone 1*

Effective Date - 08/01/2015

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$21.02	$9.80	$19.23	$0.00	$50.05
2	60	$25.22	$9.80	$19.23	$0.00	$54.25
3	70	$29.43	$9.80	$19.23	$0.00	$58.46
4	75	$31.53	$9.80	$19.23	$0.00	$60.56
5	80	$33.63	$9.80	$19.23	$0.00	$62.66
6	80	$33.63	$9.80	$19.23	$0.00	$62.66
7	90	$37.84	$9.80	$19.23	$0.00	$66.87
8	90	$37.84	$9.80	$19.23	$0.00	$66.87

Notes:

Apprentice to Journeyworker Ratio:1:3

PIPEFITTER & STEAMFITTER *PIPEFITTERS LOCAL 537*	03/01/2016	$49.19	$9.70	$18.14	$0.00	$77.03
	09/01/2016	$50.19	$9.70	$18.14	$0.00	$78.03
	03/01/2017	$51.19	$9.70	$18.14	$0.00	$79.03

Apprentice - *PIPEFITTER - Local 537*

Effective Date - 03/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	40	$19.68	$9.70	$7.50	$0.00	$36.88
2	45	$22.14	$9.70	$18.14	$0.00	$49.98
3	60	$29.51	$9.70	$18.14	$0.00	$57.35
4	70	$34.43	$9.70	$18.14	$0.00	$62.27
5	80	$39.35	$9.70	$18.14	$0.00	$67.19

Effective Date - 09/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	40	$20.08	$9.70	$7.50	$0.00	$37.28
2	45	$22.59	$9.70	$18.14	$0.00	$50.43
3	60	$30.11	$9.70	$18.14	$0.00	$57.95
4	70	$35.13	$9.70	$18.14	$0.00	$62.97
5	80	$40.15	$9.70	$18.14	$0.00	$67.99

Notes:

** 1:3; 3:15; 1:10 thereafter / Steps are 1 yr.
Refrig/AC Mechanic **1:1;1:2;2:4;3:6;4:8;5:10;6:12;7:14;8:17;9:20;10:23(Max)

Apprentice to Journeyworker Ratio:**

PIPELAYER *LABORERS - ZONE 1*	12/01/2015	$35.60	$7.45	$13.55	$0.00	$56.60
	06/01/2016	$36.35	$7.45	$13.55	$0.00	$57.35
	12/01/2016	$37.35	$7.45	$13.55	$0.00	$58.35

For apprentice rates see "Apprentice- LABORER"

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
PLUMBERS & GASFITTERS *PLUMBERS & GASFITTERS LOCAL 12*	03/01/2016	$51.61	$10.82	$15.14	$0.00	$77.57
	09/01/2016	$52.66	$10.82	$15.14	$0.00	$78.62
	03/01/2017	$53.66	$10.82	$15.14	$0.00	$79.62

Apprentice - *PLUMBER/GASFITTER - Local 12*

Effective Date - 03/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	35	$18.06	$10.82	$5.63	$0.00	$34.51
2	40	$20.64	$10.82	$6.37	$0.00	$37.83
3	55	$28.39	$10.82	$8.56	$0.00	$47.77
4	65	$33.55	$10.82	$10.03	$0.00	$54.40
5	75	$38.71	$10.82	$11.48	$0.00	$61.01

Effective Date - 09/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	35	$18.43	$10.82	$5.63	$0.00	$34.88
2	40	$21.06	$10.82	$6.35	$0.00	$38.23
3	55	$28.96	$10.82	$8.55	$0.00	$48.33
4	65	$34.23	$10.82	$10.01	$0.00	$55.06
5	75	$39.50	$10.82	$11.48	$0.00	$61.80

Notes:

** 1:2; 2:6; 3:10; 4:14; 5:19/Steps are 1 yr
Step4 with lic$57.70 Step5 with lic$64.32

Apprentice to Journeyworker Ratio:**

PNEUMATIC CONTROLS (TEMP.) *PIPEFITTERS LOCAL 537*	03/01/2016	$49.19	$9.70	$18.14	$0.00	$77.03
	09/01/2016	$50.19	$9.70	$18.14	$0.00	$78.03
	03/01/2017	$51.19	$9.70	$18.14	$0.00	$79.03
For apprentice rates see "Apprentice- PIPEFITTER" or "PLUMBER/PIPEFITTER"						
PNEUMATIC DRILL/TOOL OPERATOR *LABORERS - ZONE 1*	12/01/2015	$35.60	$7.45	$13.55	$0.00	$56.60
	06/01/2016	$36.35	$7.45	$13.55	$0.00	$57.35
	12/01/2016	$37.35	$7.45	$13.55	$0.00	$58.35
For apprentice rates see "Apprentice- LABORER"						
POWDERMAN & BLASTER *LABORERS - ZONE 1*	12/01/2015	$36.35	$7.45	$13.55	$0.00	$57.35
	06/01/2016	$37.10	$7.45	$13.55	$0.00	$58.10
	12/01/2016	$38.10	$7.45	$13.55	$0.00	$59.10
For apprentice rates see "Apprentice- LABORER"						
POWER SHOVEL/DERRICK/TRENCHING MACHINE *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.73	$10.00	$14.90	$0.00	$68.63
	06/01/2016	$44.48	$10.00	$14.90	$0.00	$69.38
	12/01/2016	$45.73	$10.00	$14.90	$0.00	$70.63
	06/01/2017	$46.73	$10.00	$14.90	$0.00	$71.63
	12/01/2017	$47.73	$10.00	$14.90	$0.00	$72.63
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
PUMP OPERATOR (CONCRETE) *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.73	$10.00	$14.90	$0.00	$68.63
	06/01/2016	$44.48	$10.00	$14.90	$0.00	$69.38
	12/01/2016	$45.73	$10.00	$14.90	$0.00	$70.63
	06/01/2017	$46.73	$10.00	$14.90	$0.00	$71.63
	12/01/2017	$47.73	$10.00	$14.90	$0.00	$72.63
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
PUMP OPERATOR (DEWATERING, OTHER) *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$30.13	$10.00	$14.90	$0.00	$55.03
	06/01/2016	$30.65	$10.00	$14.90	$0.00	$55.55
	12/01/2016	$31.52	$10.00	$14.90	$0.00	$56.42
	06/01/2017	$32.21	$10.00	$14.90	$0.00	$57.11
	12/01/2017	$32.90	$10.00	$14.90	$0.00	$57.80
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
READY MIX CONCRETE DRIVERS after 4/30/10 (Drivers Hired After 4/30/2010)*TEAMSTERS LOCAL 25a*	07/01/2015	$27.88	$7.98	$8.92	$0.00	$44.78
	05/01/2016	$28.03	$7.98	$9.31	$0.00	$45.32
	07/01/2016	$28.03	$8.23	$9.31	$0.00	$45.57
	05/01/2017	$28.18	$8.23	$9.72	$0.00	$46.13
	07/01/2017	$28.18	$8.48	$9.72	$0.00	$46.38
READY-MIX CONCRETE DRIVER *TEAMSTERS LOCAL 25a*	07/01/2015	$31.14	$7.98	$8.92	$0.00	$48.04
	05/01/2016	$31.29	$7.98	$9.31	$0.00	$48.58
	07/01/2016	$31.29	$8.23	$9.31	$0.00	$48.83
	05/01/2017	$31.44	$8.23	$9.72	$0.00	$49.39
	07/01/2017	$31.44	$8.48	$9.72	$0.00	$49.64
RECLAIMERS *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.31	$10.00	$14.90	$0.00	$68.21
	06/01/2016	$44.06	$10.00	$14.90	$0.00	$68.96
	12/01/2016	$45.29	$10.00	$14.90	$0.00	$70.19
	06/01/2017	$46.28	$10.00	$14.90	$0.00	$71.18
	12/01/2017	$47.27	$10.00	$14.90	$0.00	$72.17
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
RESIDENTIAL WOOD FRAME (All Other Work) *CARPENTERS -ZONE 1 (Residential Wood)*	04/01/2011	$37.25	$8.67	$15.51	$0.00	$61.43
RESIDENTIAL WOOD FRAME CARPENTER ** ** The Residential Wood Frame Carpenter classification applies only to the construction of new, wood frame residences that do not exceed four stories including the basement.*CARPENTERS -ZONE 1 (Residential Wood)*	05/01/2011	$27.49	$6.34	$6.23	$0.00	$40.06

As of 9/1/09 Carpentry work on wood-frame residential WEATHERIZATION projects shall be paid the RESIDENTIAL WOOD FRAME CARPENTER rate.

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *CARPENTER (Residential Wood Frame) - Zone 1*

Effective Date - 05/01/2011

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	60	$16.49	$6.34	$0.00	$0.00	$22.83
2	60	$16.49	$6.34	$6.23	$0.00	$29.06
3	65	$17.87	$6.34	$6.23	$0.00	$30.44
4	70	$19.24	$6.34	$6.23	$0.00	$31.81
5	75	$20.62	$6.34	$6.23	$0.00	$33.19
6	80	$21.99	$6.34	$6.23	$0.00	$34.56
7	85	$23.37	$6.34	$6.23	$0.00	$35.94
8	90	$24.74	$6.34	$6.23	$0.00	$37.31

Notes:

Apprentice to Journeyworker Ratio:1:5

RIDE-ON MOTORIZED BUGGY OPERATOR *LABORERS - ZONE 1*	12/01/2015	$35.60	$7.45	$13.55	$0.00	$56.60
	06/01/2016	$36.35	$7.45	$13.55	$0.00	$57.35
	12/01/2016	$37.35	$7.45	$13.55	$0.00	$58.35
For apprentice rates see "Apprentice- LABORER"						
ROLLER/SPREADER/MULCHING MACHINE *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.31	$10.00	$14.90	$0.00	$68.21
	06/01/2016	$44.06	$10.00	$14.90	$0.00	$68.96
	12/01/2016	$45.29	$10.00	$14.90	$0.00	$70.19
	06/01/2017	$46.28	$10.00	$14.90	$0.00	$71.18
	12/01/2017	$47.27	$10.00	$14.90	$0.00	$72.17
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
ROOFER (Inc.Roofer Waterproofng &Roofer Damproofg) *ROOFERS LOCAL 33*	02/01/2016	$40.11	$11.00	$12.90	$0.00	$64.01

Apprentice - *ROOFER - Local 33*

Effective Date - 02/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$20.06	$11.00	$3.39	$0.00	$34.45
2	60	$24.07	$11.00	$12.90	$0.00	$47.97
3	65	$26.07	$11.00	$12.90	$0.00	$49.97
4	75	$30.08	$11.00	$12.90	$0.00	$53.98
5	85	$34.09	$11.00	$12.90	$0.00	$57.99

Notes: ** 1:5, 2:6-10, the 1:10; Reroofing: 1:4, then 1:1
Step 1 is 2000 hrs.; Steps 2-5 are 1000 hrs.

Apprentice to Journeyworker Ratio:**

ROOFER SLATE / TILE / PRECAST CONCRETE *ROOFERS LOCAL 33*	02/01/2016	$40.36	$11.00	$12.90	$0.00	$64.26

For apprentice rates see "Apprentice- ROOFER"

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
SHEETMETAL WORKER *SHEETMETAL WORKERS LOCAL 17 - A*	02/01/2016	$43.31	$10.70	$21.95	$2.28	$78.24
	08/01/2016	$44.46	$10.70	$21.95	$2.28	$79.39
	02/01/2017	$45.56	$10.70	$21.95	$2.28	$80.49
	08/01/2017	$46.66	$10.70	$21.95	$2.28	$81.59
	02/01/2018	$47.81	$10.70	$21.95	$2.28	$82.74

Apprentice - *SHEET METAL WORKER - Local 17-A*

Effective Date - 02/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	40	$17.32	$10.70	$4.90	$0.00	$32.92
2	40	$17.32	$10.70	$4.90	$0.00	$32.92
3	45	$19.49	$10.70	$9.79	$1.20	$41.18
4	45	$19.49	$10.70	$9.79	$1.20	$41.18
5	50	$21.66	$10.70	$10.65	$1.29	$44.30
6	50	$21.66	$10.70	$10.90	$1.30	$44.56
7	60	$25.99	$10.70	$12.37	$1.47	$50.53
8	65	$28.15	$10.70	$13.24	$1.56	$53.65
9	75	$32.48	$10.70	$14.97	$1.74	$59.89
10	85	$36.81	$10.70	$16.18	$1.91	$65.60

Effective Date - 08/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	40	$17.78	$10.70	$4.90	$0.00	$33.38
2	40	$17.78	$10.70	$4.90	$0.00	$33.38
3	45	$20.01	$10.70	$9.79	$1.22	$41.72
4	45	$20.01	$10.70	$9.79	$1.22	$41.72
5	50	$22.23	$10.70	$10.65	$1.31	$44.89
6	50	$22.23	$10.70	$10.90	$1.31	$45.14
7	60	$26.68	$10.70	$12.37	$1.49	$51.24
8	65	$28.90	$10.70	$13.24	$1.59	$54.43
9	75	$33.35	$10.70	$14.97	$1.77	$60.79
10	85	$37.79	$10.70	$16.18	$1.94	$66.61

Notes:
Steps are 6 mos.

Apprentice to Journeyworker Ratio:1:4

SIGN ERECTOR *PAINTERS LOCAL 35 - ZONE 1*	06/01/2013	$25.81	$7.07	$7.05	$0.00	$39.93

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *SIGN ERECTOR - Local 35 Zone 1*

Effective Date - 06/01/2013

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$12.91	$7.07	$0.00	$0.00	$19.98
2	55	$14.20	$7.07	$2.45	$0.00	$23.72
3	60	$15.49	$7.07	$2.45	$0.00	$25.01
4	65	$16.78	$7.07	$2.45	$0.00	$26.30
5	70	$18.07	$7.07	$7.05	$0.00	$32.19
6	75	$19.36	$7.07	$7.05	$0.00	$33.48
7	80	$20.65	$7.07	$7.05	$0.00	$34.77
8	85	$21.94	$7.07	$7.05	$0.00	$36.06
9	90	$23.23	$7.07	$7.05	$0.00	$37.35

Notes:

Steps are 4 mos.

Apprentice to Journeyworker Ratio:1:1

SPECIALIZED EARTH MOVING EQUIP < 35 TONS *TEAMSTERS JOINT COUNCIL NO. 10 ZONE A*	12/01/2015	$33.04	$10.41	$10.08	$0.00	$53.53
	06/01/2016	$33.54	$10.41	$10.08	$0.00	$54.03
	08/01/2016	$33.54	$10.91	$10.08	$0.00	$54.53
	12/01/2016	$33.54	$10.91	$10.89	$0.00	$55.34
SPECIALIZED EARTH MOVING EQUIP > 35 TONS *TEAMSTERS JOINT COUNCIL NO. 10 ZONE A*	12/01/2015	$33.33	$10.41	$10.08	$0.00	$53.82
	06/01/2016	$33.83	$10.41	$10.08	$0.00	$54.32
	08/01/2016	$33.83	$10.91	$10.08	$0.00	$54.82
	12/01/2016	$33.83	$10.91	$10.89	$0.00	$55.63
SPRINKLER FITTER *SPRINKLER FITTERS LOCAL 550 - (Section A) Zone 1*	03/01/2016	$54.43	$8.67	$16.80	$0.00	$79.90
	10/01/2016	$55.53	$8.67	$16.80	$0.00	$81.00
	03/01/2017	$56.53	$8.67	$16.80	$0.00	$82.00

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *SPRINKLER FITTER - Local 550 (Section A) Zone 1*

Effective Date - 03/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	35	$19.05	$8.67	$8.55	$0.00	$36.27
2	40	$21.77	$8.67	$8.55	$0.00	$38.99
3	45	$24.49	$8.67	$8.55	$0.00	$41.71
4	50	$27.22	$8.67	$8.55	$0.00	$44.44
5	55	$29.94	$8.67	$8.55	$0.00	$47.16
6	60	$32.66	$8.67	$8.55	$0.00	$49.88
7	65	$35.38	$8.67	$8.55	$0.00	$52.60
8	70	$38.10	$8.67	$8.55	$0.00	$55.32
9	75	$40.82	$8.67	$8.55	$0.00	$58.04
10	80	$43.54	$8.67	$8.55	$0.00	$60.76

Effective Date - 10/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	35	$19.44	$8.67	$8.55	$0.00	$36.66
2	40	$22.21	$8.67	$8.55	$0.00	$39.43
3	45	$24.99	$8.67	$8.55	$0.00	$42.21
4	50	$27.77	$8.67	$8.55	$0.00	$44.99
5	55	$30.54	$8.67	$8.55	$0.00	$47.76
6	60	$33.32	$8.67	$8.55	$0.00	$50.54
7	65	$36.09	$8.67	$8.55	$0.00	$53.31
8	70	$38.87	$8.67	$8.55	$0.00	$56.09
9	75	$41.65	$8.67	$8.55	$0.00	$58.87
10	80	$44.42	$8.67	$8.55	$0.00	$61.64

Notes: Apprentice entered prior 9/30/10:
40/45/50/55/60/65/70/75/80/85
Steps are 850 hours

Apprentice to Journeyworker Ratio:1:3

STEAM BOILER OPERATOR *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.31	$10.00	$14.90	$0.00	$68.21
	06/01/2016	$44.06	$10.00	$14.90	$0.00	$68.96
	12/01/2016	$45.29	$10.00	$14.90	$0.00	$70.19
	06/01/2017	$46.28	$10.00	$14.90	$0.00	$71.18
	12/01/2017	$47.27	$10.00	$14.90	$0.00	$72.17
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
TAMPERS, SELF-PROPELLED OR TRACTOR DRAWN *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.31	$10.00	$14.90	$0.00	$68.21
	06/01/2016	$44.06	$10.00	$14.90	$0.00	$68.96
	12/01/2016	$45.29	$10.00	$14.90	$0.00	$70.19
	06/01/2017	$46.28	$10.00	$14.90	$0.00	$71.18
	12/01/2017	$47.27	$10.00	$14.90	$0.00	$72.17
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
TELECOMMUNICATION TECHNICIAN *ELECTRICIANS LOCAL 103*	03/01/2016	$34.63	$13.00	$14.55	$0.00	$62.18

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *TELECOMMUNICATION TECHNICIAN - Local 103*

Effective Date - 03/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	40	$13.85	$13.00	$0.42	$0.00	$27.27
2	40	$13.85	$13.00	$0.42	$0.00	$27.27
3	45	$15.58	$13.00	$11.52	$0.00	$40.10
4	45	$15.58	$13.00	$11.52	$0.00	$40.10
5	50	$17.32	$13.00	$11.79	$0.00	$42.11
6	55	$19.05	$13.00	$12.06	$0.00	$44.11
7	60	$20.78	$13.00	$12.34	$0.00	$46.12
8	65	$22.51	$13.00	$12.62	$0.00	$48.13
9	70	$24.24	$13.00	$12.90	$0.00	$50.14
10	75	$25.97	$13.00	$13.17	$0.00	$52.14

Notes:

Apprentice to Journeyworker Ratio:1:1

TERRAZZO FINISHERS *BRICKLAYERS LOCAL 3 - MARBLE & TILE*	02/01/2016	$48.80	$10.18	$19.14	$0.00	$78.12
	08/01/2016	$49.70	$10.18	$19.22	$0.00	$79.10
	02/01/2017	$50.27	$10.18	$19.22	$0.00	$79.67

Apprentice - *TERRAZZO FINISHER - Local 3 Marble & Tile*

Effective Date - 02/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$24.40	$10.18	$19.14	$0.00	$53.72
2	60	$29.28	$10.18	$19.14	$0.00	$58.60
3	70	$34.16	$10.18	$19.14	$0.00	$63.48
4	80	$39.04	$10.18	$19.14	$0.00	$68.36
5	90	$43.92	$10.18	$19.14	$0.00	$73.24

Effective Date - 08/01/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	$24.85	$10.18	$19.22	$0.00	$54.25
2	60	$29.82	$10.18	$19.22	$0.00	$59.22
3	70	$34.79	$10.18	$19.22	$0.00	$64.19
4	80	$39.76	$10.18	$19.22	$0.00	$69.16
5	90	$44.73	$10.18	$19.22	$0.00	$74.13

Notes:

Apprentice to Journeyworker Ratio:1:3

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
TEST BORING DRILLER *LABORERS - FOUNDATION AND MARINE*	12/01/2015	$36.70	$7.45	$13.75	$0.00	$57.90
	06/01/2016	$37.45	$7.45	$13.75	$0.00	$58.65
	12/01/2016	$38.45	$7.45	$13.75	$0.00	$59.65
For apprentice rates see "Apprentice- LABORER"						
TEST BORING DRILLER HELPER *LABORERS - FOUNDATION AND MARINE*	12/01/2015	$35.42	$7.45	$13.75	$0.00	$56.62
	06/01/2016	$36.17	$7.45	$13.75	$0.00	$57.37
	12/01/2016	$37.17	$7.45	$13.75	$0.00	$58.37
For apprentice rates see "Apprentice- LABORER"						
TEST BORING LABORER *LABORERS - FOUNDATION AND MARINE*	12/01/2015	$35.30	$7.45	$13.75	$0.00	$56.50
	06/01/2016	$36.05	$7.45	$13.75	$0.00	$57.25
	12/01/2016	$37.05	$7.45	$13.75	$0.00	$58.25
For apprentice rates see "Apprentice- LABORER"						
TRACTORS/PORTABLE STEAM GENERATORS *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.31	$10.00	$14.90	$0.00	$68.21
	06/01/2016	$44.06	$10.00	$14.90	$0.00	$68.96
	12/01/2016	$45.29	$10.00	$14.90	$0.00	$70.19
	06/01/2017	$46.28	$10.00	$14.90	$0.00	$71.18
	12/01/2017	$47.27	$10.00	$14.90	$0.00	$72.17
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
TRAILERS FOR EARTH MOVING EQUIPMENT *TEAMSTERS JOINT COUNCIL NO. 10 ZONE A*	12/01/2015	$33.62	$10.41	$10.08	$0.00	$54.11
	06/01/2016	$34.12	$10.41	$10.08	$0.00	$54.61
	08/01/2016	$34.12	$10.91	$10.08	$0.00	$55.11
	12/01/2016	$34.12	$10.91	$10.89	$0.00	$55.92
TUNNEL WORK - COMPRESSED AIR *LABORERS (COMPRESSED AIR)*	12/01/2015	$47.58	$7.45	$14.15	$0.00	$69.18
	06/01/2016	$48.33	$7.45	$14.15	$0.00	$69.93
	12/01/2016	$49.33	$7.45	$14.15	$0.00	$70.93
For apprentice rates see "Apprentice- LABORER"						
TUNNEL WORK - COMPRESSED AIR (HAZ. WASTE) *LABORERS (COMPRESSED AIR)*	12/01/2015	$49.58	$7.45	$14.15	$0.00	$71.18
	06/01/2016	$50.33	$7.45	$14.15	$0.00	$71.93
	12/01/2016	$51.33	$7.45	$14.15	$0.00	$72.93
For apprentice rates see "Apprentice- LABORER"						
TUNNEL WORK - FREE AIR *LABORERS (FREE AIR TUNNEL)*	12/01/2015	$39.65	$7.45	$14.15	$0.00	$61.25
	06/01/2016	$40.40	$7.45	$14.15	$0.00	$62.00
	12/01/2016	$41.40	$7.45	$14.15	$0.00	$63.00
For apprentice rates see "Apprentice- LABORER"						
TUNNEL WORK - FREE AIR (HAZ. WASTE) *LABORERS (FREE AIR TUNNEL)*	12/01/2015	$41.65	$7.45	$14.15	$0.00	$63.25
	06/01/2016	$42.40	$7.45	$14.15	$0.00	$64.00
	12/01/2016	$43.40	$7.45	$14.15	$0.00	$65.00
For apprentice rates see "Apprentice- LABORER"						
VAC-HAUL *TEAMSTERS JOINT COUNCIL NO. 10 ZONE A*	12/01/2015	$33.04	$10.41	$10.08	$0.00	$53.53
	06/01/2016	$33.54	$10.41	$10.08	$0.00	$54.03
	08/01/2016	$33.54	$10.91	$10.08	$0.00	$54.53
	12/01/2016	$33.54	$10.91	$10.89	$0.00	$55.34
WAGON DRILL OPERATOR *LABORERS - ZONE 1*	12/01/2015	$35.60	$7.45	$13.55	$0.00	$56.60
	06/01/2016	$36.35	$7.45	$13.55	$0.00	$57.35
	12/01/2016	$37.35	$7.45	$13.55	$0.00	$58.35
For apprentice rates see "Apprentice- LABORER"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
WASTE WATER PUMP OPERATOR *OPERATING ENGINEERS LOCAL 4*	12/01/2015	$43.73	$10.00	$14.90	$0.00	$68.63
	06/01/2016	$44.48	$10.00	$14.90	$0.00	$69.38
	12/01/2016	$45.73	$10.00	$14.90	$0.00	$70.63
	06/01/2017	$46.73	$10.00	$14.90	$0.00	$71.63
	12/01/2017	$47.73	$10.00	$14.90	$0.00	$72.63
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
WATER METER INSTALLER *PLUMBERS & GASFITTERS LOCAL 12*	03/01/2016	$51.61	$10.82	$15.14	$0.00	$77.57
	09/01/2016	$52.66	$10.82	$15.14	$0.00	$78.62
	03/01/2017	$53.66	$10.82	$15.14	$0.00	$79.62
For apprentice rates see "Apprentice- PLUMBER/PIPEFITTER" or "PLUMBER/GASFITTER"						
Outside Electrical - East						
CABLE TECHNICIAN (Power Zone) *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	08/30/2015	$26.11	$7.25	$1.78	$0.00	$35.14
	08/28/2016	$26.61	$7.50	$1.80	$0.00	$35.91
	09/03/2017	$27.14	$7.75	$1.81	$0.00	$36.70
For apprentice rates see "Apprentice- LINEMAN"						
CABLEMAN (Underground Ducts & Cables) *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	08/30/2015	$36.98	$7.25	$8.12	$0.00	$52.35
	08/28/2016	$37.70	$7.50	$8.87	$0.00	$54.07
	09/03/2017	$38.45	$7.75	$9.53	$0.00	$55.73
For apprentice rates see "Apprentice- LINEMAN"						
DRIVER / GROUNDMAN CDL *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	08/30/2015	$30.46	$7.25	$8.34	$0.00	$46.05
	08/28/2016	$31.05	$7.50	$8.89	$0.00	$47.44
	09/03/2017	$31.66	$7.75	$9.44	$0.00	$48.85
For apprentice rates see "Apprentice- LINEMAN"						
DRIVER / GROUNDMAN -Inexperienced (<2000 Hrs) *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	08/30/2015	$23.93	$7.25	$1.72	$0.00	$32.90
	08/28/2016	$24.39	$7.50	$1.73	$0.00	$33.62
	09/03/2017	$24.88	$7.75	$1.75	$0.00	$34.38
For apprentice rates see "Apprentice- LINEMAN"						
EQUIPMENT OPERATOR (Class A CDL) *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	08/30/2015	$36.98	$7.25	$12.29	$0.00	$56.52
	08/28/2016	$37.70	$7.50	$12.95	$0.00	$58.15
	09/03/2017	$38.45	$7.75	$13.61	$0.00	$59.81
For apprentice rates see "Apprentice- LINEMAN"						
EQUIPMENT OPERATOR (Class B CDL) *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	08/30/2015	$32.63	$7.25	$9.05	$0.00	$48.93
	08/28/2016	$33.26	$7.50	$9.63	$0.00	$50.39
	09/03/2017	$33.92	$7.75	$10.21	$0.00	$51.88
For apprentice rates see "Apprentice- LINEMAN"						
GROUNDMAN *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	08/30/2015	$23.93	$7.25	$1.72	$0.00	$32.90
	08/28/2016	$24.39	$7.50	$1.73	$0.00	$33.62
	09/03/2017	$24.88	$7.75	$1.75	$0.00	$34.38
For apprentice rates see "Apprentice- LINEMAN"						
GROUNDMAN -Inexperienced (<2000 Hrs.) *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	08/30/2015	$19.58	$7.25	$1.59	$0.00	$28.42
	08/28/2016	$19.96	$7.50	$1.60	$0.00	$29.06
	09/03/2017	$20.35	$7.75	$1.61	$0.00	$29.71
For apprentice rates see "Apprentice- LINEMAN"						
JOURNEYMAN LINEMAN *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	08/30/2015	$43.51	$7.25	$15.06	$0.00	$65.82
	08/28/2016	$44.35	$7.50	$15.83	$0.00	$67.68
	09/03/2017	$45.23	$7.75	$16.61	$0.00	$69.59

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Apprentice - *LINEMAN (Outside Electrical) - East Local 104*

Effective Date - 08/30/2015

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	60	$26.11	$7.25	$3.28	$0.00	$36.64
2	65	$28.28	$7.25	$3.35	$0.00	$38.88
3	70	$30.46	$7.25	$3.41	$0.00	$41.12
4	75	$32.63	$7.25	$4.98	$0.00	$44.86
5	80	$34.81	$7.25	$5.04	$0.00	$47.10
6	85	$36.98	$7.25	$5.11	$0.00	$49.34
7	90	$39.16	$7.25	$7.17	$0.00	$53.58

Effective Date - 08/28/2016

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	60	$26.61	$7.50	$3.30	$0.00	$37.41
2	65	$28.83	$7.50	$3.36	$0.00	$39.69
3	70	$31.05	$7.50	$3.43	$0.00	$41.98
4	75	$33.26	$7.50	$5.00	$0.00	$45.76
5	80	$35.48	$7.50	$5.06	$0.00	$48.04
6	85	$37.70	$7.50	$5.13	$0.00	$50.33
7	90	$39.92	$7.50	$7.20	$0.00	$54.62

Notes:

Apprentice to Journeyworker Ratio:1:2

TELEDATA CABLE SPLICER *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	01/01/2016	$28.98	$4.25	$3.12	$0.00	$36.35
TELEDATA LINEMAN/EQUIPMENT OPERATOR *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	01/01/2016	$27.31	$4.25	$3.07	$0.00	$34.63
TELEDATA WIREMAN/INSTALLER/TECHNICIAN *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	01/01/2016	$27.31	$4.25	$3.07	$0.00	$34.63
TREE TRIMMER *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	01/31/2016	$18.51	$3.55	$0.00	$0.00	$22.06

This classification applies only to tree work done: (a) for a utility company, R.E.A. cooperative, or railroad or coal mining company, and (b) for the purpose of operating, maintaining, or repairing the utility company's equipment, and (c) by a person who is using hand or mechanical cutting methods and is not on the ground. This classification does not apply to wholesale tree removal.

TREE TRIMMER GROUNDMAN *OUTSIDE ELECTRICAL WORKERS - EAST LOCAL 104*	01/31/2016	$16.32	$3.55	$0.00	$0.00	$19.87

This classification applies only to tree work done: (a) for a utility company, R.E.A. cooperative, or railroad or coal mining company, and (b) for the purpose of operating, maintaining, or repairing the utility company's equipment, and (c) by a person who is using hand or mechanical cutting methods and is on the ground. This classification does not apply to wholesale tree removal.

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate

Additional Apprentice Information:

Minimum wage rates for apprentices employed on public works projects are listed above as a percentage of the pre-determined hourly wage rate established by the Commissioner under the provisions of the M.G.L. c. 149, ss. 26-27D. Apprentice ratios are established by the Division of Apprenticeship Training pursuant to M.G.L. c. 23, ss. 11E-11L.

All apprentices must be registered with the Division of Apprenticeship Training in accordance with M.G.L. c. 23, ss. 11E-11L.

All steps are six months (1000 hours.)
Ratios are expressed in allowable number of apprentices to journeymen or fraction thereof, unless otherwise specified.

** Multiple ratios are listed in the comment field.
*** APP to JM; 1:1, 2:2, 2:3, 3:4, 4:4, 4:5, 4:6, 5:7, 6:7, 6:8, 6:9, 7:10, 8:10, 8:11, 8:12, 9:13, 10:13, 10:14, etc.
**** APP to JM; 1:1, 1:2, 2:3, 2:4, 3:5, 4:6, 4:7, 5:8, 6:9, 6:10, 7:11, 8:12, 8:13, 9:14, 10:15, 10:16, etc.

MASSACHUSETTS WEEKLY CERTIFIED PAYROLL REPORT FORM

Company's Name:	Address:	Phone No.:	Payroll No.:

Employer's Signature:	Title:	Contract No:	Tax Payer ID Number	Work Week Ending:

Awarding Authority's Name:	Public Works Project Name:	Public Works Project Location:	Min. Wage Rate Sheet Number

General / Prime Contractor's Name:	Subcontractor's Name:		"Employer" Hourly Fringe Benefit Contributions				
						(B+C+D+E)	(A x F)

Employee Name & Complete Address	Work Classification:	Employee is OSHA 10 certified (?)	Appr. Rate (%)	Hours Worked Su.	Mo.	Tu.	We.	Th.	Fr.	Sa.	Project Hours (A) All Other Hours	Hourly Base Wage (B)	Health & Welfare Insurance (C)	ERISA Pension Plan (D)	Supp. Unemp. (E)	Total Hourly Prev. Wage (F)	Project Gross Wages / Total Gross Wages	Check No. (H)

Are all apprentice employees identified above currently registered with the MA DLS's Division of Apprentice Standards? YES ☐ NO ☐

For all apprentices performing work during the reporting period, attach a copy of the apprentice identification card issued by the Massachusetts Department of Labor Standards / Division of Apprentice Standards. No apprentices are identified above ☐

NOTE: Pursuant to MGL c. 149, s. 27B, every contractor and subcontractor is required to submit a **true and accurate** copy of their certified weekly payroll records to the awarding authority by first-class mail or e-mail. In addition, each weekly payroll must be accompanied by a statement of compliance signed by the employer. Failure to comply may result in the commencement of a criminal action or the issuance of a civil citation.

Date Received by Awarding Authority
/ /

Division of Labor and Industries Statement of Compliance

WEEKLY PAYROLL RECORDS REPORT
& STATEMENT OF COMPLIANCE

In accordance with Massachusetts General Law c. 149, §27B, a true and accurate record must be kept of all persons employed on the public works project for which the enclosed rates have been provided. A Payroll Form is available from the Department of Labor Standards (DLS) at www.mass.gov/dols/pw and includes all the information required to be kept by law. Every contractor or subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the contract.

On a weekly basis, every contractor and subcontractor is required to submit a certified copy of their weekly payroll records to the awarding authority; this includes the payroll forms and the Statement of Compliance form. The certified payroll records must be submitted either by regular mail or by e-mail to the awarding authority. Once collected, the awarding authority is required to preserve those records for three years from the date of completion of the project.

Each such contractor and subcontractor shall furnish weekly **and** within 15 days after completion of its portion of the work, to the awarding authority directly by first-class mail or e-mail, a statement, executed by the contractor, subcontractor or by any authorized officer thereof who supervised the payment of wages, this form, accompanied by their payroll:

STATEMENT OF COMPLIANCE

_____, 20_____

I,_____,_____
(Name of signatory party) (Title)

do hereby state:

That I pay or supervise the payment of the persons employed by _____ on the _____
(Contractor, subcontractor or public body) (Building or project)

and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred and forty nine of the General Laws.

Signature _____

Title _____

DCAMM Certificate of Eligibility and Update Statement

Bidder to Insert Here (may be in separate envelope if desired)

GENERAL TERMS & CONDITIONS

General Conditions

GENERAL TERMS AND CONDITIONS OF THE CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, ALTERATION, REMODELING, OR REPAIR OF ANY PUBLIC BUILDING OR PUBLIC WORK IN THE CITY OF SOMERVILLE

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GENERAL TERMS AND CONDITIONS OF THE CONTRACT FOR CONSTRUCTION, RECONSTRUCTION, INSTALLATION,

DEMOLITION, MAINTENANCE, OR REPAIR OF ANY PUBLIC BUILDING OR PUBLIC WORK IN THE CITY OF SOMERVILLE

ARTICLE 1: DEFINITIONS

1.1. In General.

1.1.1. Well-known meanings. When words or phrases that have a well-known technical, or construction industry, or trade meaning are used in the Contract Documents, such words or phrases shall be interpreted in accordance with that meaning, unless otherwise stated.

1.1.2. Capitalization. The words and terms defined in this Article are capitalized in these General Terms and Conditions of the Contract. Other capitalized words may refer to a specific document found in the Contract Documents.

1.1.3. Persons. Whenever the word person or persons is used, it includes, unless otherwise stated, entity or entities, respectively, including, but not limited to, corporations, partnerships, and joint venturers.

1.1.4. Singular and Plural. The following terms have the meanings indicated which are applicable to both the singular and the plural thereof.

1.2. Definitions.

1.2.1. Agreement. The Agreement is the written document between the **City** and the **Contractor** which is titled: Agreement between the City of Somerville and the Contractor, which is the executed portion of the Contract, and which forms a part of the Contract. The Agreement also includes all documents required to be attached thereto, including, but not limited to, the performance bond, the labor and materials or payment bonds, certificates of insurance, and all Modifications of the Agreement.

1.2.2. Change Order. A Change Order is a document which is signed by the **Contractor**, the **Design Professional**, and the **City;** which is directed to the **Contractor;** which authorizes the **Contractor** to make an addition to, a deletion from or a revision in the Work, or an adjustment in the Contract Sum or in the Contract Time; and which is issued on or after the date of the Agreement between the **Contractor** and the **City.**

1.2.3. City. The **City** refers to the City of Somerville, which is the owner of the Project and is the public awarding authority with whom the **Contractor** has entered into the Contract and for whom the Work is to be provided.

1.2.4. Claim. A Claim is a dispute, demand, or assertion by one of the parties arising out of or relating to the Contract for which such party is seeking relief.

1.2.5. Contract. The Contract consists of all the Contract Documents. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations**,** representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification to the Contract signed by both parties.

1.2.6. Contract Documents. The Contract Documents consist of the Agreement; the notice of award of the Contract; the Notice to Proceed; the entire Project Manual; Change Orders; Construction Change Directives; the **Contractor's** Bid and all accompanying documents; and the **Design Professional's** written interpretations and clarifications issued on or after the issuance of the Notice to Proceed. Shop Drawing submittals and reports or drawings utilized by the **Design Professional** in preparing the Contract Documents are not Contract Documents.

1.2.7. Contractor. The **Contractor** is the person who is awarded the Contract for the Project herein pursuant to M.G.L. c. 149, §44A or M.G.L. c. 39, §39M; and is identified in the Agreement as such. The term "**Contractor**" is intended to include the **Contractor** as well as its authorized representative(s).

1.2.8. Contract Sum. The Contract Sum is the total amount stated in the Agreement payable by the **City** to the **Contractor** for the completion of the Work in accordance with the Contract Documents.

1.2.9. Contract Time. Unless otherwise provided, the Contract Time is the number of days allotted in the Contract Documents or the dates stated in the Agreement, including authorized adjustments, for Substantial Completion. We usually put a contract end date that is beyond the date of substantial completion.

1.2.10. Coordination Drawings. Coordination Drawings are those drawings, which are prepared by the **Contractor** or a Subcontractor that show the exact alignment, physical locations, and configuration of the mechanical, electrical, and fire protection installations.

1.2.11. Day. The term "day" shall mean calendar day unless otherwise stated.

1.2.12. Design Professional. The **Design Professional** is the person lawfully licensed to practice architecture, engineering, or landscape architecture and has been selected by the **City** to administer the Contract. The term "**Design Professional**," while referred to in the singular, means the **Design Professional** and/or the **Design Professional's** representative. For the purposes of this project, **Design Professional** shall mean the firm of Weston Sampson Engineers and appropriate consultants.

1.2.13. Field Order. A Field Order is a written order issued by the **Design**

Professional which orders minor changes in the Work, but which does not involve a change in the Contract Sum or the Contract Time.

1.2.14. Final Completion. Final Completion is the point in time when the Design Professional finds that the Work has been fully completed in accordance with the Contract Documents. Final Completion shall be no later than thirty (30) days after Substantial Completion.

1.2.15. General Requirements. General Requirements refer to Sections of Division 1 of the Specifications.

1.2.16. Modification. A Modification is a written instrument that amends the Contract after execution of the Agreement.

1.2.17. Notice to Proceed. A Notice to Proceed is a written notice given by the **City,** or the **Design Professional**, to the **Contractor** fixing the date on which the Contract Time will begin to run and on which the **Contractor** shall start to perform its obligations under the Contract Documents.

1.2.18. Plans. The Plans are the drawings which are the graphic and pictorial portions of the Contract Documents, wherever located and whenever issued, showing the design, location, dimensions, scope, extent, and character of the Work to be furnished and performed by the **Contractor** and which have been prepared or approved by the **Design Professional**.

1.2.19. Product Data. Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the **Contractor** to illustrate materials or equipment for some portion of the Work. Product Data are not considered part of the Contract Documents.

1.2.20. Project. The Project is the total Work to be provided under the Contract Documents and may be the whole or a part as indicated elsewhere in the Contract Documents and may include construction by the **City** or by separate contractors. The Project is the Work described in the invitation to bid (advertisement) and Specifications and illustrated by the Plans, including any Modifications.

1.2.21. Project Manual. The Project Manual is the entire set of bidding documents which includes, but is not limited to, the invitation to bid (advertisement), the instructions to bidders, all of the forms, the wage rates, all City and state requirements, the General Terms and Conditions of the Contract, any supplementary conditions thereto, the Plans, the Specifications, and all addenda.

1.2.22. Proposed Change Order. A Proposed Change Order is a Change Order that has been submitted by the **Contractor** to the **Design Professional,** is under review, and has

not been approved by the **City**.

1.2.23. Samples. Samples are physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and which establish the standards by which such portion of the Work will be judged. Samples are not considered part of the Contract Documents.

1.2.24. Shop Drawings. Shop Drawings are all drawings, diagrams, illustrations, schedules, and other information that are specifically prepared or assembled by or for the **Contractor** and submitted by the **Contractor** to illustrate some portion of the Work. Shop Drawings are not considered part of the Contract Documents.

1.2.25. Site. The Site is the location of the Project and of the Work.

1.2.26. Specifications. Specifications are those portions of the Contract Documents consisting of written technical descriptions of materials, equipment, construction systems, standards, and workmanship as applied to the Work and certain administrative details applicable thereto.

1.2.27. Subcontractor. A Subcontractor is a person who contracts directly with the **Contractor**, unless otherwise stated.

1.2.28. Submittals. Submittals are those Shop Drawings, Product Data, Samples, or any other required document that are provided to the Design Professional for review and approval.

1.2.29. Substantial Completion. Substantial Completion means that the Work has been completed and the Site or the facility is opened for full and intended public use, except for minor incomplete or unsatisfactory items that do not materially impair the usefulness of the Work. The **Design Professional** shall decide what constitutes "minor," "incomplete," "unsatisfactory," and "materially" and the **Design Professional's** decision shall be final.

1.2.30. Sub-subcontractor. A Sub-subcontractor is a person who has contracted directly with a Subcontractor.

1.2.31. Supplier. A Supplier is a manufacturer, fabricator, distributor, material person, or vendor having a direct contract with the Contractor or with any Subcontractor to furnish materials or equipment to be incorporated into the Work by the Contractor or any Subcontractor.

1.2.32. Work. Work refers to the services and the entire completed construction or the various separately identifiable parts thereof required by the Contract Documents, including all labor, materials, and equipment furnished, furnished and incorporated into the

Project, or to be provided by the **Contractor** to fulfill the **Contractor's** obligations. The Work may constitute the whole or a part of the Project.

1.2.33. Construction Change Directive. A **Construction Change** Directive is a written directive to the **Contractor** ordering an addition to, a deletion from, or a revision to the Work issued on or after the date of the Agreement, signed by the **City**, and recommended by the **Design Professional**.

ARTICLE 2: ABOUT THE CONTRACT DOCUMENTS

2.1. Priority/Conflict.

2.1.1. Priority Among Contract Documents. In the event of conflict among the Contract Documents, the Contract Documents shall be construed according to the following priorities:

Highest Priority:	Modifications
Second Priority:	Agreement
Third Priority:	Addenda-later date to take precedence
Fourth Priority:	Supplementary General Conditions
Fifth Priority:	General Conditions
Sixth Priority:	Plans and Specifications

2.1.1.1. If there is a conflict between the Plans and Specifications, the figured dimensions shall govern over the scaled dimensions. Detailed Plans shall govern over the general Plans. Larger scale Plans shall take precedence over smaller scale Plans. Plans shall govern over Shop Drawings. Whenever notes, specifications, dimensions, details, or schedules in the Specifications or in the Plans, or between the Specifications and the Plans, or in all other instances not specifically noted above, the **Contractor** shall provide, unless otherwise directed by a Modification of the Contract, the better quality or greater quantity of Work at no increase in the Contract Sum or in the Contract Time.

2.1.1.2. Compliance with these priority conditions shall not justify any changes in the Work or any increase in the Contract Sum or Contract Time, unless any such compliance results in Work that may not be reasonably inferred from the Contract Documents as being required to produce the intended result as determined by the **Design Professional**.

2.1.2. Review of the Contract Documents and Field Conditions and Discovery of Conflict, Error, Ambiguity, or Discrepancy. Before starting the Work, and during the progress thereof, the **Contractor** shall carefully study and compare the Contract Documents with each other and with the information furnished by the **City** pursuant to Article 3 and shall

at once report to the **Design Professional** any error, inconsistency, or omission the **Contractor** may discover. Any necessary change shall be ordered as provided in Article 11, subject to the requirements of any other provisions of the Contract Documents. The **Contractor** shall not proceed with the Work affected thereby (except in an emergency) until a Modification has been issued. If the **Contractor** proceeds with the Work having discovered such errors, inconsistencies, or omissions contrary to the provisions contained herein, or if by reasonable study of the Contract Documents the **Contractor** could have discovered such, the **Contractor** shall bear all costs arising therefrom. The **Contractor** shall be liable to the **City** for failure to report any conflict, error, ambiguity, or discrepancy of which it knew or should have known.

2.1.3. Field Measurements. The **Contractor** shall take field measurements and verify field conditions and shall carefully compare such field measurements and conditions and other information known to the **Contractor** with the Contract Documents before commencing activities. Errors, inconsistencies, or omissions discovered shall be reported to the **Design Professional** at once.

2.1.4. Statutory Provisions. The **City** and the **Contractor** recognize that other rights duties and obligations with respect to public construction contracts are provided for by statute, notwithstanding the fact that they may not be provided for in the Contract Documents. In case of conflict between the statutory provisions and other provisions of the Contract Documents and the provisions of any applicable statute, the statutory provisions shall govern.

2.1.5. Voided or Unlawful Provisions. In the event any provision in the Contract is voided or deemed unlawful, such provision shall be deleted without affecting the remainder of the Contract.

2.2. Execution.

2.2.1. Execution of the Agreement by the **Contractor** is a representation that the **Contractor** has visited the Site, become familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

2.3. Intent.

2.3.1. Entire Agreement. The Contract Documents comprise the entire agreement between the **City** and the **Contractor** concerning the Work**.** The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the **Contractor**. The Contract Documents are complementary; what is required by one shall be as binding as if required by all. Performance by the **Contractor** shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the intended results. All Work mentioned or indicated in the Contract Documents shall be performed by the **Contractor** as part of this

Contract unless it is specifically indicated in the Contract Documents that such Work is to be done by others.

2.3.2. Statutory Provisions. Each and every provision of law, code, and regulation, required by law to be inserted in these Contract Documents shall be deemed to be inserted herein, and they shall be read and enforced as though it were included herein, and if through mistake or otherwise, any such provision is not inserted, or if not correctly inserted, then upon the application of either party, the Contract Documents shall forthwith be physically amended to make such insertion.

2.3.3. Functionally Complete Project. It is the intent of the Contract Documents to describe a functionally complete Project. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the **Contractor**. Any Work, materials, or equipment that may be reasonably inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce the intended result will be furnished and performed by the **Contractor** whether or not specifically called for in the Contract Documents.

2.3.4. Indications or Notations. All indications or notations which apply to one of a number of similar situations, materials, or processes shall be deemed to apply to all such situations, materials, or processes wherever they appear in the Work, except where a contrary result is clearly indicated by the Contract Documents.

2.3.5. Standards or Quality of Materials or Workmanship. Where no explicit quality or standards for materials or workmanship are established for Work, such Work is to be of good quality for the intended use and consistent with the quality of the surrounding Work and of the construction of the Project generally.

2.3.6. Manufactured Products. All manufactured articles, materials, and equipment shall be applied, installed, connected, erected, used, cleaned, and conditioned in accordance with the manufacturer’s written or printed directions and instructions unless otherwise indicated in the Contract Documents.

2.3.7. Mechanical, Electrical, and Fire Protection Plans. The mechanical, electrical, and fire protection Plans are diagrammatic only and are not intended to show the alignment, physical locations, or configurations of such Work. Such Work shall be installed without additional cost to the **City** to clear all obstructions, permit proper clearances for the Work of other trades, and present an orderly appearance where exposed. Prior to beginning such Work, the **Contractor** shall prepare Coordination Drawings and demonstrate to the **Design Professional's** satisfaction that the installations will comply with the preceding sentence. The **Contractor** shall be solely liable and responsible for any costs and/or delays resulting from the **Contractor's** failure to prepare such Coordination Drawings.

2.3.8. Locations of Fixtures and Outlets. Exact locations of fixtures and outlets shall be obtained from the **Design Professional** as provided in Article 5 before the Work is roughed in. Work installed without such information from the **Design Professional** shall be relocated at the **Contractor's** expense.

2.3.9. Tests. When test boring or soil test information are included with the Contract Documents or otherwise made available to the **Contractor** and such test boring or soil test information was obtained by the **City** for use by the **Design Professional** in the design of the Project or Work, the **City** does not hold out such information to the **Contractor** as an accurate or approximate indication of subsurface conditions, and no claim for extra cost of extension of time resulting from a reliance by the **Contractor** on such information shall be allowed except as otherwise provided herein. Any such reports are not part of the Contract Documents.

2.3.10. Joining Work. Where the Work is to fit with existing conditions or work to be performed by others, the **Contractor** shall fully and completely join the Work with such conditions or work, unless otherwise specified.

2.4. Organization.

2.4.1. Except as provided in M.G.L. c. 149, §44F, the organization of the Specifications into divisions, sections, and articles, and the arrangement of Plans shall not control the **Contractor** in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

2.5. References.

2.5.1. Where codes, manuals, specifications, standards, requirements and publications of public and private bodies are referred to in the Contract Documents whether specifically or by implication, references shall be understood to be to the latest revision prior to the date of receiving bids, except where otherwise indicated. Where statutes are referred to in the Contract Documents whether specifically or by implication, references shall be understood to be to the latest revision.

2.5.2. References herein to particular paragraphs or Articles are solely to facilitate finding additional information with regard to the specific matters and are not to be construed in any way as limiting the possible paragraphs and Articles in which such matters may be found elsewhere in this document.

2.6. Reuse of Design Professional's Written Instruments.

2.6.1. Neither the **Contractor** nor any Subcontractor or Supplier shall have or acquire any title to or ownership rights in any of the Plans, Specifications, or other documents prepared by the **Design Professional** and shall not reuse any of such Plans, Specifications, or other documents without prior written consent of the **City** and the **Design**

Professional.

2.7. Written Material of the Contractor.

2.7.1. All written material prepared or collected by the **Contractor** in the course of completing the Work shall be the exclusive property of the **City** and shall not be used by the **Contractor** for any purpose other than the purpose of this Contract.

2.8. Modifying Words.

2.8.1. In the interest of simplicity, modifying words such as "all" and "any" may be omitted, but the fact that such words may be absent from one sentence and appear in another is not intended to affect the interpretation of either statement.

2.9. Use of Certain Words and Terms.

2.9.1. Whenever in the Contract Documents the terms "as ordered," "as directed," "as required," "as allowed," "as approved," or terms of like effect or import are used, or the adjectives "reasonable," "suitable," "acceptable," "proper," "satisfactory," or adjectives of like effect or import are used to describe a requirement, direction, review, or judgment of the **City** or of the **Design Professional** as to the Work, it is intended that such requirement, direction, review, or judgment will be solely to evaluate, in general, the completed Work for compliance with the requirements of and information in the Contract Documents and conformance with the design concept of the completed Project as a functioning whole as shown or indicated in the Contract Documents (unless there is a specific statement indicating otherwise).

2.9.2. The use of any such term or adjective shall not be effective to change the duties and responsibilities of the **City** or the **Design Professional** from those assigned in the Contract Documents or to assign any duty or authority to supervise or direct the furnishing or performance of the Work or any duty or authority to undertake responsibility contrary to the provisions of the Contract Documents.

2.9.3. When the words "Contractor," "Subcontractor," Sub-subcontractor," and "Supplier" are used, they are intended to include their employees and agents, unless otherwise specified.

2.10. Modification of the Contract Documents.

2.10.1. Major Modifications. Major Modifications may affect the Contract Sum or the Contract Time. The Contract Documents may be amended to provide for additions, deletions, and revisions in the Work or to modify the terms and conditions thereof in one or more of the following ways, all of which must contain a written endorsement by the **City**:

2.10.1.1. a formal written amendment;

2.10.1.2. a Change Order;

2.10.1.3. a **Construction Change** Directive; or

2.10.1.4. the **Design Professional's** written interpretation, clarification, or decision.

2.10.2. Minor Modifications. Minor modifications do not affect the Contract Sum or the Contract Time. The requirements of the Contract Documents may be supplemented and minor variations and deviations of the Work may be authorized in one or more of the following ways:

2.10.2.1. a Field Order; or

2.10.2.2. the **Design Professional's** approval of a Shop Drawing or Sample.

ARTICLE 3: THE CITY

3.1. Signatory.

3.1.1. All documents which require a signature or an endorsement by the **City** must be signed by the Mayor in order to be deemed ratified by the **City**.

3.2. Requirements to Provide Documents.

3.2.1. To the extent they are available, the **City** shall furnish surveys describing physical characteristics, legal limitations, and utility locations for the site of the Project, and a legal description of the Site.

3.2.2. The **City** shall obtain and pay for necessary approvals, easements, assessments, and charges that are customarily secured prior to the execution of the Contract.

3.2.3. The **City** shall furnish information or services required of the **City** hereunder with reasonable promptness after receipt from the **Contractor** of a written request for such information or services.

3.2.4. The **City** shall provide the **Contractor**, at no charge, such copies of the Project Manual as are reasonably necessary for the execution of the Work.

3.3. Clerk of the Works.

3.3.1. The **City** may engage a Clerk of the Works for this Project, in which case the **City** shall, upon request of the **Contractor**, provide the **Contractor** with a written statement of the duties, responsibilities, and limitations of authority of such Clerk of the Works. Except as expressly set forth in such written statement, the Clerk of the Works shall have no authority to approve Work, to approve Change Orders, or to exercise any of the power and authority of the **City** or the **Design Professional**. The Clerk of the Works shall observe the **Contractor's** operations and construction activities for compliance with the Plans and Specifications. The Clerk of the Works shall have access to all areas of the Project at all times. The **Contractor**

shall fully cooperate with the Clerk of the Works in the performance of the Clerk's duties.

3.4. City's Right to Perform Construction and to Award Separate Contracts.

3.4.1. The **City** reserves the right to perform construction or operations at the Site with its own forces or others. If the **Contractor** claims that a delay or additional cost is involved because of such action by the **City**, the **Contractor** shall make such Claim as provided elsewhere in the Contract Documents.

3.4.2. When the separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "**Contractor**" in the Contract Documents in each case shall mean the **Contractor** who executes each separate City-Contractor Agreement.

3.4.3. The **City** shall provide for coordination of the activities of the **City's** own forces and of each separate contractor with the Work of the **Contractor**, who shall cooperate with them. The **Contractor** shall afford each other person access to the Site and shall properly coordinate its Work with that of the persons performing other work. The **Contractor** shall participate with other separate contractors and the **City** in reviewing their construction schedules when directed to do so. The **Contractor** shall make any revisions to the construction schedules deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the **Contractor**, separate contractors, and the **City** until subsequently revised.

3.5. Limitations on the City's Responsibilities.

3.5.1. The **City** shall not supervise, direct, or have control or authority over, nor be responsible for the **Contractor's** means, methods, techniques, sequences, or procedures of construction or the safety precautions and programs incident thereto, or for any failure of the **Contractor** to comply with laws, codes and regulations applicable to the furnishing or performance of the Work. The **City** will not be responsible for the **Contractor's** failure to perform or furnish the Work in accordance with the Contract Documents. The **City** is not responsible for the acts or omissions of the **Contractor**, any Subcontractor, Supplier, or anyone for whose acts the **Contractor**, any Subcontractor or Suppliers may be liable.

3.5.2. The **City's** authority to review any of the **Contractor's** progress schedules, or its decision to raise or not to raise any objections about such schedules shall not impose on the **City** any responsibility for the timing, planning, scheduling, or execution of the Work, nor in any way give rise to any duty or responsibility on the part of the **City** to exercise this authority for the benefit of the **Contractor**, any Subcontractor or Supplier or any other party.

3.5.3. The **City's** decision to raise or not to raise objections with regard to any aspects of the **Contractor's** insurance shall in no way give rise to any duty or responsibility on the part of the **City** to or for the benefit of the **Contractor**, any Subcontractor, any Supplier, or any other party.

3.6. Reservation of Rights.

3.6.1. The **City** reserves the right to correct at any time any error in any progress payment that may have been made.

3.6.2. Should defective Work be discovered subsequent to final payment, the **City** reserves the right to make a claim and recover all costs and professional fees associated therewith, including the cost of removing and/or replacing the defective Work.

3.7. Waivers.

3.7.1. All waivers by the **City** are valid only to the extent that they are signed by the **City**. Any such waivers pertain only to the specific matter contained in the waiver and not to any similar, subsequent matters.

ARTICLE 4: THE DESIGN PROFESSIONAL

4.1. City's Representative.

4.1.1. The **Design Professional** is the **City's** representative (1) during construction, (2) until final payment is due, and (3) with the **City's** concurrence, from time to time during the correction period described in Article 10. The **Design Professional** will advise and consult with the **City**. The **Design Professional** will have authority to act on behalf of the **City** only to the extent provided in the Contract Documents, unless otherwise modified by a written instrument in accordance with other provisions of the Contract.

4.1.2. The duties, responsibilities, and the limitations of authority of the **Design Professional** as the **City's** representative during construction are set forth in the Contract Documents and shall not be extended without the written consent of the **City** and the **Design Professional**.

4.2. Administration of the Contract.

4.2.1. The **Design Professional** will provide administration of the Contract as described in the Contract Documents, unless the **City** has engaged a construction manager.

4.3. Visits to the Site.

4.3.1. The **Design Professional** will visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the completed Work and to determine in general if the Work is being performed in a manner indicating that the Work, when completed, will be in accordance with the Contract Documents. However, the **Design Professional** will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of on-site observations as an architect, engineer, or landscape architect, the **Design Professional** will keep the **City** informed of progress of the Work in writing and will endeavor to guard the **City** against defects and deficiencies in the Work.

4.4. Communications Facilitating Contract Administration.

4.4.1. Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the **City** and the **Contractor** shall endeavor to communicate through the **Design Professional**. Communications by and with the **Design Professional's** consultants shall be through the **Design Professional**. Communications by and with Subcontractors and Suppliers shall be through the **Contractor**. Communications by and with **City** employees and separate contractors shall be through the **City**.

4.4.2. When it deems it necessary or expedient, the **City** may communicate directly with the **Contractor**, any Subcontractors, Suppliers, or consultants.

4.5. Certification of Applications for Payment.

4.5.1. Based on the **Design Professional's** observations and evaluations of the **Contractor's** applications for payment, the **Design Professional** will review and certify the amounts due the **Contractor** and will issue certificates for payment in such amounts.

4.6. Rejection of Work.

4.6.1. The **Design Professional** will have authority to reject or disapprove Work (1) that does not conform to the Contract Documents; (2) that the **Design Professional** believes to be defective; and (3) that the **Design Professional** believes will not produce a completed Project conforming to the Contract Documents or that will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Whenever the **Design Professional** considers it necessary or advisable for implementation of the intent of the Contract Documents, the **Design Professional** will have authority to require additional inspection or testing of the Work in accordance with Article 9, whether or not such Work is fabricated, installed, or completed. However, neither this authority of the **Design Professional** nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the **Design Professional** to the **Contractor**, Subcontractors, Suppliers, or other persons performing portions of the Work.

4.7. Review of Submittals.

4.7.1. The **Design Professional** will review or take other appropriate action upon the **Contractor's** submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents and only to the extent that the **Design Professional** believes desirable to protect the **City's** interest. The **Design Professional's** action will be taken with reasonable promptness, while allowing sufficient time in the **Design Professional's** professional judgment to permit adequate review, taking into account the time periods set forth in the latest schedule prepared by the **Contractor** and approved by the **Design Professional**. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of

the **Contractor** as required by the Contract Documents. The **Design Professional's** review of the **Contractor's** submittals shall not relieve the **Contractor** of the obligations under Article 5. The **Design Professional's** review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The **Design Professional's** approval of a specific item shall not indicate approval of an assembly of which the item is a component. After the rejection of the second resubmittal of any one Submittal, the **Contractor** shall bear the cost of the review of each subsequent resubmittal.

4.8. Preparation of Change Orders and Construction Change Directives.

4.8.1. The **Design Professional** will prepare Change Orders and **Construction Change** Directives and may authorize minor Modifications in the Work as provided in Article 11.

4.9. Inspections.

4.9.1. The **Design Professional** will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; will receive and forward to the **City** for the **City's** review and records written warranties and related documents required by the Contract and assembled by the **Contractor**; and will issue a final certificate for payment upon the **Contractor's** compliance with all of the requirements of the Contract Documents.

4.10. Interpretations, Clarifications, and Decisions.

4.10.1. The **Design Professional** will interpret and decide matters concerning performance under and requirements of the Contract Documents on written request of either the **City** or the **Contractor**. The **Design Professional's** response to such requests will be made with reasonable promptness and within the time set forth in the Agreement between the **City** and the **Design Professional**. Any such written interpretations, clarifications, and decisions shall be binding on the **Contractor**.

4.10.2. Interpretations, clarifications, and decisions of the **Design Professional** will be consistent with the intent of and reasonably inferable from the Contract Documents and will be in writing or in the form of drawings. The **Design Professional** will not be liable to the **Contractor**, any Subcontractor, or Supplier for results of interpretations, clarifications, or decisions so rendered in good faith.

4.10.3. The **Design Professional** may, as the **Design Professional** judges desirable, issue additional drawings or instructions indicating in greater detail the construction or design of the various parts of the Work; such drawings or instructions may be effected by a Field Order or other notice to the **Contractor**, and provided such drawings or instructions are reasonably consistent with the previously existing Contract Documents, the Work shall be executed in accordance with such additional drawings or instructions without any additional cost or an extension of the Contract Time.

4.10.4. The **Design Professional's** decisions on matters relating to aesthetic effect must

be consistent with the **City's** and will be final.

4.11. Limitation on the Design Professional's Responsibilities.

4.11.1. Neither the **Design Professional's** authority to act under the provisions of the Contract Documents nor any decision made by the **Design Professional** in good faith to exercise or not to exercise such authority shall give rise to any duty or responsibility of the **Design Professional** to the **Contractor**, any Subcontractor, any Supplier, any surety for any of them or any other person.

4.11.2. The **Design Professional** will not have control over or charge of and will not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely the **Contractor's** responsibility as provided in Article 5. The **Design Professional** will not be responsible for the **Contractor's** failure to carry out the Work in accordance with the Contract Documents. The **Design Professional** will not have control over or charge of and will not be responsible for acts or omissions of the **Contractor**, Subcontractors, Suppliers, or of any other persons performing portions of the Work.

ARTICLE 5: THE CONTRACTOR

5.1. Relationship with the City.

5.1.1. The **Contractor** is an independent contractor and not an employee of the **City.** The **Contractor** is engaged by virtue of the Contract to perform only those services contained therein. The **Contractor** is not authorized to contract on behalf of the **City** or to incur any liability on the part of the **City**.

5.2. Code of Conduct.

5.2.1. M.G.L. c. 268A establishes standards of conduct for officials and employees of the **City**. The **Contractor** shall familiarize itself with the statute and act accordingly.

5.3. Quality Assurance.

5.3.1. The **Contractor** shall be responsible for ensuring that it, all Subcontractors, Suppliers, and all persons employed to do the Work under the Contract Documents perform in a professional manner, provide a high quality of service and Work, and perform in accordance with the Contract Documents.

5.4. Supervision.

5.4.1. Competence and Efficiency. The **Contractor** shall supervise, inspect, and direct the Work competently and efficiently, devoting such attention thereto and applying such skills, attention and expertise as may be necessary to perform the Work in accordance with the Contract Documents.

5.4.2. Construction Means, Methods, Techniques, Etc. The **Contractor** shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the Work under the Contract. Where the Contract Documents refer to particular construction means, methods, techniques, sequences, or procedures or indicate or imply that such are to be used in the Work, such mention is intended only to indicate that the operations of the **Contractor** shall be such as to produce at least the quality of Work implied by the operations described. The actual determination of whether or not the described operations may be safely and suitably employed on the Work shall be the responsibility of the **Contractor**, who shall notify the **Design Professional** in writing, prior to implementation, of the actual means, methods, techniques, sequences, or procedures which will be employed on the Work, if these differ from those mentioned in the Contract Documents. All loss, damage, liability or cost of correcting defective work arising from the employment of any construction means, methods, techniques, sequences, or procedures shall be borne by the **Contractor**, notwithstanding that such construction means, methods, techniques, sequences, or procedures are referred to, indicated or implied by the Contract Documents, unless the **Contractor** has given timely notice to the **City** and the **Design Professional** in writing that such means, methods, techniques, sequences, or procedures are not safe or suitable, and the **City** has then instructed the **Contractor** in writing to proceed at the **City's** risk.

5.4.3. Variance between the Contract Documents and Statutes, Ordinances, Codes, Rules, and Regulations. The **Contractor** shall promptly notify the **Design Professional** and the **City** in writing of any variances between the Contract Documents and statutes, ordinances, codes, rules, and regulations. If the **Contractor,** without written notice to the **Design Professional** and the **City,** performs Work knowing that it is contrary to statutes, ordinances, codes, rules, and regulations, the **Contractor** shall assume full responsibility for such Work and shall bear the costs associated therewith, i.e., replacement, repairs, removal, and fines.

5.4.4. Acts and Omissions. The **Contractor** shall be responsible to the **City** for the acts and omissions of all persons performing or supplying the Work.

5.4.5. Inspections. The **Contractor** shall be responsible for inspection of portions of Work already performed under this Contract to determine whether such portions are in proper condition to receive subsequent Work.

5.5. Personnel.

5.5.1. Suitability. The **Contractor** shall provide competent, properly licensed and/or certified, suitably qualified, and reliable personnel to perform the Work required by the Contract Documents. The **Contractor** shall enforce strict discipline and maintain good order at the site at all times. The **Contractor** shall not employ any Subcontractor, Supplier, or other person, whether initially or as a substitute, against whom the **City** may have reasonable objection. Acceptance of any Subcontractor or other person by the **City** shall not constitute a waiver of any

right of the **City** to reject defective Work.

5.5.2. Sexual Harassment. Sexual harassment is an unlawful practice under M.G.L. c. 151B. The **Contractor**, Subcontractors, and all other persons responsible for any portion of the Work shall refrain from engaging in sexual harassment. The **Contractor** shall be responsible for any acts of sexual harassment committed by any persons responsible for any portion of the Work. The **Contractor** shall take appropriate action against any such individuals.

5.5.3. Weapons and Illegal Drugs. No weapons or illegal drugs are permitted on the Site. It is the responsibility of the **Contractor** to ensure that no weapons or illegal drugs are brought to the Site.

5.5.4. Maximum Work Day and Work Week. (*Reference:* M.G.L. c. 149, §§30 and 34;). No laborer, worker, mechanic, foreperson or inspector working within this Commonwealth in the employ of the **Contractor**, Subcontractor or other person doing or contracting to do the whole or part of the work contemplated by the Contract, shall be required or permitted to work more than eight (8) hours in any one day or more than forty-eight (48) hours in any one week, or more than six (6) days in any one week, except in cases of emergency.

5.5.5. Lodging. (*Reference:* M.G.L. c. 149, §25;). Every employee under this Contract shall lodge, board and trade where and with whom he or she elects, and neither the **Contractor** nor its agents or employees shall, either directly or indirectly, require as a condition of the employment of any person that the employee shall lodge, board or trade at a particular place or with a particular person.

5.5.6. Wage Rates. (*Reference:* M.G.L. c. 149, §27). Mechanics and apprentices, teamsters, chauffeurs and laborers performing Work shall be paid no less than the minimum rate of wages included in the bid documents and the Project Manual and which are made part of the Contract. They shall continue to be the minimum rate of wages for said employees during the life of the Contract. The **Contractor** shall keep a legible copy of the wage rates posted in a conspicuous place at the site during the life of the Contract. These rates of wages shall include payments by employers to health and welfare plans, pension plans and supplementary unemployment benefit plans as provided in M.G.L. c. 149, §26;, and such payments shall be considered as payments to persons under M.G.L. c. 149, §27 performing work as therein provided. If the **Contractor** does not make payments to a health and welfare plan, a pension plan and a supplementary unemployment benefit plan, where such payments are included in the rates of wages, the **Contractor** shall pay the amount of said payments directly to each employee engaged in the Work. If the **Contractor** pays less than the rate of wages, including payments to health and welfare funds and pension funds, or the equivalent payments in wages to any person performing Work within the classifications as determined by the Commissioner of Labor and Industries, and if the **Contractor** takes or receives for its own use or the use of any other person, as a rebate, refund or gratuity, or in any other guise, any part or portion of the wages, including payments to health and welfare funds and pension funds, or the equivalent payment in wages,

paid to such person for Work done or service rendered on the Project, the **Contractor** will be subject to the penalties set forth in M.G.L. c. 149, §27. Notwithstanding the foregoing and the requirements of 5.5.7.1 and 5.5.7.2 below, if the Contract is federally funded, federal labor standards apply, including Davis Bacon minimum wage rates and payroll reporting requirements. See the "Federal Requirements" section at the end of these contract documents.

5.5.7. Payroll Records of Employees. (*Reference:* M.G.L. c. 149, §27B;). The **Contractor** and all Subcontractors who are subject to M.G.L. c. 149, §§27 and 27A shall keep a true and accurate record of all mechanics and apprentices, teamsters, chauffeurs, and laborers performing Work showing the name, address and occupational classification of each such employee, the hours worked by and the wages paid to all such employees. The **Contractor** and the Subcontractors shall submit a copy of said record to the **City** on a weekly basis.

5.5.7.1. (*Reference:* M.G.L. c. 149, §27B;). The **Contractor** and all Subcontractors who are subject to M.G.L. c. 149, §§27 and 27A shall preserve their payroll records for a period of three (3) years from the date of completion of the Contract.

5.5.7.2. (*Reference:* M.G.L. c. 149, §27B). The **Contractor** and all Subcontractors who are subject to M.G.L. c. 149, §§27 and 27A shall furnish to the Commissioner of Labor and Industries and the **City** within fifteen (15) days after completion of their portion of the Work a statement executed by the **Contractor** or Subcontractor or by any authorized officer or employee of the **Contractor** or Subcontractor who supervises the payment of wages in the form found in M.G.L. c.149, §27B.

5.6. Superintendence.

5.6.1. Employment of a Superintendent. The **Contractor** shall employ a competent, properly licensed superintendent, reasonably acceptable to the **City**, and necessary assistants who shall be in attendance at the Site full time during the progress of the Work until the date of Substantial Completion and for such additional time thereafter as the **Design Professional** or the **City** may determine to be necessary for the expeditious completion of the Work, including final completion. If continually in the employ of the Contractor, the same Superintendent shall be assigned to this project.

5.6.2. Removal/Replacement of a Superintendent. The **Contractor** shall remove the superintendent if requested to do so in writing by the **City** and shall promptly replace such superintendent with a competent person reasonably acceptable to the **City**. The superintendent shall represent the **Contractor**, and communications given to the superintendent shall be as binding as if given to the **Contractor**. The **Contractor** shall not replace the superintendent without written notice to the **City** and the **Design Professional**.

5.6.3. Registered Professional Engineer or Registered Land Surveyor. The **Contractor** shall retain a competent Registered Professional Engineer or Registered Land

Surveyor, acceptable to the **Engineer**, who shall establish the exterior lines and required elevations of all buildings and structures to be erected on the site and shall establish sufficient lines and grades for the construction of associated Work such as, but not limited to, roads, utilities, and site grading. The Engineer or Land Surveyor shall certify as to the actual location of the constructed facilities in relation to property lines, building lines, easements, and other restrictive boundaries.

5.6.4. Building Grades, Lines, Etc.; The **Contractor** shall establish the building grades; lines; levels; and column, wall and partition lines required by the various Subcontractors in laying out their Work.

5.6.5. Coordination and Supervision. The **Contractor** shall coordinate and supervise the Work performed by Subcontractors to the end that the Work is carried out without conflict between trades and so that no trade, at any time, causes delay to the general progress of the Work. The **Contractor** and all Subcontractors shall at all times afford each trade, any separate contractor, or the **City**, every reasonable opportunity for the installation of Work and the storage of materials.

5.6.6. Job Meetings. There shall be job meetings held on a weekly basis, or more often if required by the **City**. The **Contractor** shall arrange for and attend weekly job meetings with the **Design Professional** and such other persons as the **Design Professional** may from time to time wish to have present. The **Contractor** shall be represented by a principal, project manager, general superintendent or other authorized main office representative, as well as by the **Contractor's** own superintendent. An authorized representative of any Subcontractor or Sub-subcontractor shall attend such meetings if the representative's presence is requested by the **Design Professional**. Such representatives shall be empowered to make binding commitments on all matters to be discussed at such meetings, including costs, payments, Change Orders, time schedules and workforce power. Any notices required under the Contract may be served on such representatives.

5.7. Materials, Labor, Equipment, Etc.

5.7.1. Provision of. Unless otherwise provided in the Contract Documents, the **Contractor** shall furnish and assume full responsibility for all materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the furnishing, performance, testing, start-up, and completion of the Work.

5.7.2. Quality and Use of. All materials and equipment shall be of good quality and new, except as otherwise provided in the Contract Documents. If required by the **Design Professional**, the **Contractor** shall furnish satisfactory evidence (including reports of required tests) as to the kind and quality of materials and equipment. All materials and equipment shall be applied, installed, connected, erected, used, cleaned, and conditioned in accordance with instructions of the applicable Supplier, except as otherwise provided in the Contract Documents.

5.7.3. Discrepancies or Defects. If the **Contractor** is unable to perform its Work because of discrepancies or defects in the work of the **City's** own forces or of a separate contractor, the **Contractor** shall immediately notify the **Design Professional** and the **City** in writing of the conditions that render unable to so perform. Failure to notify the **Design Professional** constitutes an acknowledgment and acceptance of the other work as being fit and proper for integration with the **Contractor's** Work except for latent or non-apparent defects and deficiencies in the other work.

5.8. Contractor's Management and Financial Statement Requirements. (*Reference:* M.G.L. c. 30, §39R)

5.8.1. The words defined herein shall have the meaning stated below whenever they appear in this Paragraph:

5.8.1.1. "Contractor" means any person, corporation, partnership, joint venture, sole proprietorship, or other entity awarded a contract pursuant to M.G.L. c.149, §44A-H or M.G.L. c. 30, §39M, inclusive.

5.8.1.2. "Contract" means any contract awarded or executed pursuant to M.G.L. c. 149, §44A-H or M.G.L. c. 30, §39M, which is for an amount or estimate amount that exceed the dollar amount set forth in M.G.L. c. 30, §39R.

5.8.1.3. "Records" means books of original entry, accounts, checks, bank statements and all other banking documents, correspondence, memoranda, invoices, computer printouts, tapes, discs, papers and other documents or transcribed information of any type, whether expressed in ordinary or machine language.

5.8.1.4. "Independent Certified Public Accountant" means a person duly registered in good standing and entitled to practice as a certified public accountant under the laws of the place of his/her residence or principal office and who is in fact independent. In determining whether an accountant is independent with respect to a particular person, appropriate consideration should be given to all relationships between the accountant and that person or any affiliate thereof. Determination of an accountant's independence shall not be confined to the relationships existing in connection with the filing of reports with the **City**.

5.8.1.5. "Audit," when used in regard to financial statement, means an examination of records by an independent certified public accountant in accordance with generally accepted accounting principles and auditing standards for the purpose of expressing a certified opinion thereon, or, in the alternative, a qualified opinion or a declination to express an opinion for stated reasons.

5.8.1.6. "Accountant's Report," when used in regard to financial statements, means a document in which an independent certified accountant indicates the scope of the audit which s/he has made and sets forth his/her opinion regarding the financial statements taken as a whole with listing of noted exceptions and qualifications, or an assertion to the effect that an overall opinion cannot be expressed. When an overall opinion cannot be expressed the reason therefore shall be stated. An accountant's report shall include as part thereof a signed statement by the responsible corporate officer attesting that management has fully disclosed all material facts to the independent certified public accountant, and that the audited financial statement is a true and complete statement of the financial condition of the contractor.

5.8.1.7. "Management," when used herein, means the chief executive officers, partners, principals or other person or persons primarily responsible for the financial and operational policies and practices of the Contractor.

5.8.1.8. Accounting terms, unless otherwise defined herein shall have a meaning in accordance with generally accepted accounting principles and auditing standards.

5.8.2. The Contractor shall make, and keep for at least six (6) years after final payment, books, Records, and accounts that in reasonable detail accurately and fairly reflect the transactions and dispositions of the Contractor.

5.8.3. Until the expiration of six (6) years after final payment, the Office of the Inspector General, and the Deputy Commissioner of the Division of Capital Asset Management shall have the right to examine any books, documents, papers or Records of the Contractor or of its Subcontractors that directly pertain to, and involve transactions relating to, the Contractor or its Subcontractors.

5.8.4. The Contractor shall describe any change in the method of maintaining Records or recording transactions which materially affect any statements filed with the **City**, including in its description the date of the change and reasons therefore, and shall accompany said description with a letter from the Contractor's Independent Certified Public Accountant approving or otherwise commenting on the changes.

5.8.5. The Contractor shall file a Statement of Management on internal accounting controls as set forth below prior to the execution of the Contract.

5.8.6. The Contractor shall file prior to the execution of the contract and shall continue to file annually, an Audited Financial Statement for the most recent completed fiscal year as set forth below.

5.8.7. The Contractor shall file with the **City** a Statement of Management as to whether

the system of internal accounting controls of the Contractor and its subsidiaries reasonably assures that:

5.8.7.1. transactions are executed in accordance with Management's general and specific authorization;

5.8.7.2. transactions are recorded as necessary to permit preparation of financial statements in conformity with generally accepted accounting principles, and to maintain accountability for assets;

5.8.7.3. access to assets is permitted only in accordance with Management's general or specific authorization; and

5.8.7.4. the recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action is taken with respect to any difference.

5.8.7.5. The Contractor shall also file with the **City** a statement prepared and signed by an Independent Certified Public Accountant stating that s/he has examined the Statement of Management on internal accounting controls, and expressing an opinion as to:

5.8.7.5.1. whether the representation of Management in response to this paragraph and paragraphs 5.8.2. through 5.8.6 above are consistent with the result of Management's evaluation of the system of internal accounting controls; and

5.8.7.5.2. whether such representations of Management are, in addition, reasonable with respect to transactions and assets in amounts which would be material when measured in relation to the applicant's financial statements.

5.8.8. The Contractor shall annually file with the Commissioner of the Division of Capital Asset Management during the term of the contract a financial statement prepared by an Independent Certified Public Accountant on the basis of an Audit by such accountant. The final statement filed shall include the date of final payment. All statements shall be accompanied by an accountant's report. Such statements shall be made available to the **City** upon request.

5.9. Taxes.

5.9.1 The **Contractor** shall pay all sales, consumer, use, and other similar taxes for the Work or portions thereof which are provided by the **Contractor** which are legally enacted when bids are received, whether or not yet effective or merely scheduled to go into effect. However, the **Contractor** shall not pay, and the **City** shall not reimburse or pay the **Contractor** for, any

sales taxes for building supplies or materials for which an exemption is provided in M.G.L. c. 64H, §6(f). The **City's** tax exemption number to be used by the **Contractor** in this regard is E04-600-1414.

5.10. Permits, Licenses, and Fees.

5.10.1 Unless otherwise provided, the **Contractor** shall obtain and pay the fees for all permits, licenses, and inspections that are necessary for the proper execution and completion of the Work and which are customarily secured after execution of the Contract and which are legally required. All fees for permits, and inspections required by any **City** department shall be waived. Fees for licenses (e.g. drainlayer's license) are not waived . In addition the contractor shall pay for water meters and water usage. The contractor is responsible for obtaining NSTAR work orders and paying all costs and fees associated with NSTAR work.

5.11. Notices Required By Statutes, Ordinances, Codes, Rules, Regulations, and Orders of the City.

5.11.1 The **Contractor** shall give notices required by statutes, ordinances, codes, rules, regulations, and orders of the **City** bearing on performance of the Work.

5.12. Additional Information from Design Professional.

5.12.1. The **Contractor** shall perform the Work in accordance with the Contract Documents and submittals approved pursuant to Article 4.

5.12.2. The **Contractor** shall give the **Design Professional** timely notice of any additional Plans, Specifications, or instructions required to define the Work in greater detail, or to permit the proper progress of the Work.

5.12.3. The **Contractor** shall not proceed with any Work not clearly and consistently defined in detail in the Contract Documents, but shall request additional drawings or instructions from the **Design Professional** as provided in the previous Paragraph. If the **Contractor** proceeds with such Work without obtaining further drawings, Specifications, or instructions, the **Contractor** shall correct Work incorrectly done at the **Contractor's** own expense.

5.13. "Or equal."

5.13.1. Requirements for Substitutions. (*Reference:* M.G.L. c. 30, §39M(b).) Where products or materials are prescribed by manufacturer name, trade name, or catalog reference, the words "or approved equal" shall be understood to follow. An item shall be considered equal to the item so named or described if, in the opinion of the **Design Professional**:

5.13.1.1. it is at least equal in quality, durability, appearance, strength, and design;

5.13.1.2. it performs at least equally the function imposed by the general design for the Work;

5.13.1.3. it conforms substantially, even with deviations, to the detailed requirements for the items as indicated by the Specifications.

5.13.2. Net Savings. No proposed substitution will be permitted unless the **Contractor** certifies that the proposed substitution will yield a net savings to the **City** and will not extend the Contract Time.

5.13.3. Contractor's Expense. Any structural or mechanical changes made necessary to accommodate substituted equipment under this paragraph (including but not limited to engineering fees) shall be at the expense of the **Contractor** or **Subcontractor** responsible for the Work item.

5.13.3.1. Any additional cost, or any loss or damage arising from the substitution of any material or any method for those originally specified shall be borne by the **Contractor**, notwithstanding approval or acceptance of such substitution by the **City** or the **Design Professional**, unless such substitution was made at the written request or direction of the **City** or the **Design Professional**.

5.13.3.2. All data to be provided by the **Contractor** in support of any proposed "or equal" or substitute item will be at the **Contractor's** expense.

5.13.4. Meeting Requirements. The **Contractor** shall be responsible for determining that all materials furnished for the Work meet all requirements of the Contract Documents. The **Design Professional** may require the **Contractor** to produce reasonable evidence that a material meets such requirements, such as certified reports of past tests by qualified testing laboratories, reports of studies by qualified experts, or other evidence which, in the opinion of the **Design Professional,** would lead to a reasonable certainty that any material used, or proposed to be used, in the Work meets the requirements of the Contract Documents. All such data shall be furnished at the **Contractor's** expense. This provision shall not require the **Contractor** to pay for periodic testing of different batches of the same material, unless such testing is specifically required by the Contract Documents to be performed at the **Contractor's** expense.

5.13.5. Named Manufacturer's Product. In all cases in which a manufacturer's name, trade name, or other proprietary designation is used in connection with materials or articles to be furnished under this Contract, whether or not the phrase "or equal" is used after such name, the **Contractor** shall furnish the product of the name manufacturer(s) without substitution, unless a written request for a substitute has been submitted by the **Contractor** and approved in writing by the **Design Professional** as provided in the following paragraph.

5.13.6. Deviations. If the **Contractor** proposes to use a material which while suitable for the intended use, deviates in any way from the detailed requirements of the Contract Documents, the **Contractor** shall inform the **Design Professional** in writing of the nature of such deviations

at the time the material is submitted for approval and shall request written approval of the deviation from the requirements of the Contract Documents.

5.13.7. Rejection of Deviations. In requesting approval of deviations or substitutions, the **Contractor** shall provide, upon request, evidence leading to a reasonable certainty that the proposed substitution or deviation will provide a quality of result at least equal to that otherwise attainable. If, in the opinion of the **Design Professional**, the evidence presented by the **Contractor** does not provide a sufficient basis for such reasonable certainty, the **Design Professional** may reject such substitution or deviation without further investigation.

5.13.8. Consistent Character and Quality of Design. The Contract Documents are intended to produce a building of consistent character and quality of design. All components of the building including visible items of mechanical and electrical equipment have been selected to have a coordinated design in relation to the overall appearance of the Project. The **Design Professional** shall judge the design and appearance of proposed substitutes on the basis of their suitability in relation to the overall design of the Project, as well as for their intrinsic merits. The **Design Professional** will not approve as equal to materials specified proposed substitutes that, in the **Design Professional's** opinion, would be out of character, obtrusive, or otherwise inconsistent with the character or quality of design of the Project. In order to permit coordinated design of color and finishes the **Contractor** shall, if required by the **Design Professional**, furnish the substituted material in any color, finish, texture, or pattern which would have been available from the manufacturer originally specified, at no additional cost to the **City**.

5.13.9. Warranty. The warranties provided herein shall be in addition to and not in limitation of any other warranty required by the Contract Documents or otherwise prescribed by law.

5.13.10. Design Professional's Approval. The **Design Professional** will be the sole judge of acceptability. No "or equal" or substitute will be ordered, installed, or utilized without the **Design Professional's** prior written acceptance which will be evidenced by either a Change Order or an approved Shop Drawing. The **City** may require the **Contractor** to furnish at the **Contractor's** expense a special performance guarantee or other surety with respect to any "or equal" or substitute. The **Design Professional** will record the time required by the **Design Professional** and its consultants in evaluating substitutes proposed or submitted by the **Contractor** and in making changes in the Contract Documents (or in the provisions of any other direct contract with the **City** for work on the Project) occasioned thereby. Whether or not the **Design Professional** accepts a substitute item so proposed or submitted by the **Contractor**, the **Contractor** shall reimburse the **City** for the charges of the **Design Professional** and its consultants for evaluating each such proposed substitute item.

5.14. Substitute Construction Methods or Procedures.

5.14.1 If a specific means, method, technique, sequence, or procedure of construction is

shown or indicated in and expressly required by the Contract Documents, the **Contractor** may furnish or utilize a substitute means, method, technique, sequence or procedure of construction acceptable to the **Design Professional**. The **Contractor** shall submit sufficient information to allow the **Design Professional**, in the **Design Professional's** sole discretion, to determine whether the substitute proposed is equivalent to that expressly called for by the Contract Documents.

5.15. Contractor's Progress Schedule.

5.15.1. Before Starting Construction. Within ten (10) days after the date of the Notice to Proceed, the **Contractor** shall submit to the **Design Professional** for review:

5.15.1.1. a preliminary progress schedule indicating the times (number of days or dates) for starting and completing the various stages of the Work;

5.15.1.2. a preliminary schedule of Shop Drawing and Sample submittals which will list each required submittal and the times for submitting, reviewing, and processing such submittal; and

5.15.1.3. a refined schedule of values for all of the Work which will include quantities and prices of items aggregating the Contract Sum and will subdivide the Work into component parts in sufficient detail to serve as the basis for progress payments during construction. Such prices will include an appropriate amount of overhead and profit applicable to each item of Work.

5.15.2. Review of Progress Schedule. At least ten (10) days prior to the commencement of construction, the **Design Professional**, the **Contractor,** and any other appropriate persons will meet to review and discuss the acceptability to the **Design Professional** of the progress schedule. The **Contractor** will have an additional ten (10) days to make corrections and adjustments and to complete and resubmit the schedule. No progress payment shall be made to the **Contractor** until the schedule is submitted to and found acceptable by the **Design Professional** as provided below.

5.15.3. Acceptability of Progress Schedule. The progress schedule will be acceptable to the **Design Professional** if, according to the **Design Professional**, it provides an orderly progression of the Work to completion within any specified time frame, but such acceptance will neither impose on the **Design Professional** responsibility for the sequencing, scheduling, or progress of the Work nor interfere with or relieve the **Contractor** from the **Contractor's** full responsibility therefore. The **Contractor's** schedule of Submittals must be acceptable to the **Design Professional** in providing a workable arrangement for reviewing and processing the required Submittals. The **Contractor's** schedule of values must be acceptable to the **Design Professional** as to form and substance.

5.15.4. Sepia and Copies. After the **Design Professional** has approved the schedule, the

Contractor shall submit to the **Design Professional** one (1) sepia and four (4) copies bearing the **Contractor's** stamp of approval as a representation to the **City** that the **Contractor** has determined or verified all data on that progress schedule and that the **Contractor**, the Subcontractors and Suppliers have reviewed and coordinated the sequences in that progress schedule with the requirements of the Work.

5.15.5. Adjustment of Schedule. The **Contractor** shall adhere to the established progress schedule which may be adjusted from time to time as follows: the **Contractor** shall submit to the **Design Professional** for acceptance proposed adjustments in the progress schedule that will not change the Contract Time. Such adjustments will conform generally to the progress schedule then in effect and will comply with any provisions of the requirements applicable thereto.

5.15.6. During Construction. The **Contractor** shall submit monthly progress schedules to the **Design Professional**. The schedules shall stay current with the **Contractor's** approach to the Work remaining.

5.15.7. Schedule of Submittals. The **Contractor** shall prepare and keep current, for the **Design Professional's** approval, a schedule of Submittals that is coordinated with the **Contractor's** construction schedule and allows the **Design Professional** reasonable time to review Submittals.

5.16. Project Coordination.

5.16.1. In General. The **Contractor** shall be responsible for the proper coordination of the Work of all of the trades.

5.16.2. Coordination with Subcontractors. The **Contractor** shall coordinate the work of each Subcontractor with the Work of every other Subcontractor whose Work affects the other.

5.16.3. Coordination with the City's Own Forces or Separate Contractors. The **Contractor** shall coordinate its operations with those of the **City's** own forces or separate contractors. The **Contractor** shall provide the **City's** own forces and separate contractors a reasonable opportunity for the handling, unloading and storage of their materials and equipment and execution of their work. The **Contractor** shall connect and coordinate its Work with theirs.

5.16.4. Coordination with Utility Companies. The **Contractor** shall coordinate its operations with all the appropriate utility companies to assure that the utilities required on the Project are available and functioning properly pursuant to the requirements of the Contract Documents.

5.17. Project Photographs.

5.17.1. In General. The **Contractor** shall take, at its own expense, interior and exterior

photographs at the site, from different vantages as directed by the **Design Professional** or the **City**, before beginning any Work and thereafter, at a minimum, on the first work day of each month until final completion of the Work, including final Site photos. Photos shall be taken of any Work that will be buried or concealed while the Work is still exposed. The photographs shall be taken by a skilled commercial photographer. The number of photographs required shall be at the discretion of the **City** or the **Design Professional**. One aerial photo shall be required a) prior to commencement of the work and b) at the completion of the work. See Section 01320 – Construction Progress Documentation.

5.17.2. Prints and Digital Media. Within fourteen (14) days after the photographs have been taken, the **Contractor** shall cause prints to be made and delivered to the **City** and the **Design Professional**. All photographs shall be 8" x 10". Each print shall state the date of the photograph, the name of the Project, the description of the view and the name and address of the photographer. The **City** shall receive one glossy print of each photo as well as all prints in digital form on compact disc. The **Design Professional** shall receive one glossy print.

5.17.3. Failure to Comply. Should the **Contractor** fail to adhere to any requirement set forth in the previous two paragraphs, the **City** may have the photographs taken at the **Contractor's** expense or receive a set-off against the **Contractor's** next application for payment.

5.18. Record Documents and Samples at the Site.

5.18.1 The **Contractor** shall maintain in a safe place at the site one record copy of all Plans, Specifications, Modifications, Change Orders, **Construction Change** Directives, Field Orders and written interpretations and clarifications in good order and annotated to show all changes made during construction. These record documents together with all approved Samples and a counterpart of all approved Shop Drawings will be available to the **Design Professional** for reference. Upon completion of the Work, these record documents, Samples and Shop Drawings will be delivered by the **Contractor** to the **Design Professional** for the **City**.

5.19. Submittals.

5.19.1. Purpose. The purpose of Submittals is to demonstrate for those portions of the Work for which Submittals are required the way the **Contractor** proposes to conform to the information given and the design concept expressed in the Contract Documents.

5.19.2. Submittal Procedure. Within ten (10) days from the Notice to Proceed, the **Contractor** shall submit to the **Design Professional** a completed Submittals schedule. The **Contractor** shall review, approve, and submit to the **Design Professional** Submittals required by the Contract Documents with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the **City** or of separate contractors. Submittals made by the **Contractor** that are not required by the Contract Documents may be returned without action. The schedules shall be updated and resubmitted each month. All Submittals will be identified as the **Design Professional** may require and in the number specified in the General Requirements. The data shown on the Shop Drawings will be complete with respect to quantities, dimensions,

specified performance and design criteria, materials, and similar data to show the **Design Professional** the materials and equipment that the **Contractor** proposes to provide and to enable the **Design Professional** to review the information for the limited purposes stated below.

5.19.3. Samples. The **Contractor** shall also submit Samples to the **Design Professional** for review and approval in accordance with said accepted schedule of Submittals. Each Sample will be identified clearly as to material, Supplier, pertinent data such as catalog numbers and the use for which it is intended and otherwise as the **Design Professional** may require to enable the **Design Professional** to review the Submittal for the limited purposed stated below. The numbers of each Sample to be submitted will be as specified in the Specifications. Unless otherwise specified in the Specifications, three (3) specimens of each Sample shall be submitted.

5.19.3.1. The Samples shall be of sufficient size to permit proper evaluation of material. Where variations in color or other characteristics are to be expected, samples showing the minimum range of variation shall be submitted. Materials exceeding the range of variation of the approved Samples will not be approved on the Work.

5.19.3.2. All costs associated with delivery of Samples will be paid by the **Contractor**.

5.19.4. Contractor's Verifications. Before submitting each Submittal, the **Contractor** shall have determined and verified:

5.19.4.1. all field measurements, quantities, dimensions specified performance criteria, installation requirements, materials, catalog numbers, and similar information with respect thereto;

5.19.4.2. all materials with respect to intended use, fabrication, shipping, handling, storage, assembly, and installation pertaining to the performance of the Work; and

5.19.4.3. all information relative to the **Contractor's** sole responsibilities in respect of means, methods, techniques, sequences, and procedures of construction and safety precautions and programs incident thereto.

5.19.5. Contractor's Representations. By approving and providing Submittals, the **Contractor** thereby represents that the **Contractor** has determined and verified all dimensions, quantities, field dimensions, relations to existing Work, coordination with Work to be installed later, coordination with information on previously accepted Submittals and verification of compliance with all the requirements of the Contract Documents. The accuracy of all such information is the responsibility of the **Contractor**. In reviewing Submittals, the **Design Professional** shall be entitled to rely upon the **Contractor's** representation that such information is correct and accurate.

5.19.6. Coordination. The **Contractor** shall also have reviewed and coordinated each Submittal with other Submittals and with the requirements of the Work and the Contract Documents.

5.19.7. Stamp or Specific Written Indication. Each Submittal will bear a stamp or specific written indication that the **Contractor** has satisfied the **Contractor's** obligations under the Contract Documents with respect to the **Contractor's** review and approval of that Submittal.

5.19.8. Written Notice of Variations. At the time of each Submittal, the **Contractor** shall give the **Design Professional** specific written notice of such variations, if any, that the Submittal may have from the requirements of the Contract Documents. Such notice is to be in a written communication separate from the Submittal. Moreover, the **Contractor** shall make a specific notation on each Submittal to the **Design Professional** for review and approval of each such variation.

5.19.9. Review and Approval by the Design Professional. The **Contractor** shall perform no portion of the Work requiring a Submittal until the respective Submittal has been approved by the **Design Professional**. Such Work shall be in accordance with approved Submittals.

5.19.9.1. The **Design Professional** will review and approve Submittals in accordance with the schedule of Submittals accepted by the **Design Professional** as required above. The **Design Professional's** review and approval will be only to determine if the items covered by the Submittals will, after installation or incorporation in the Work, conform to the information given in the Contract Documents and be compatible with the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. The **Design Professional's** review and approval will not extend to means, method, technique, sequences, or procedures of construction (except where a particular means, method, technique, sequences or procedures of construction is specifically and expressly called for by the Contract Documents) or to safety precautions or programs incident thereto. The review and approval of a separate item as such will not indicate approval of the assembly in which the item functions.

5.19.10. Deviations. The **Contractor** shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the **Design Professional's** approval of Submittals unless the **Contractor** has specifically informed the **Design Professional** in writing of such deviation at the time of Submittal and the **Design Professional** has given written approval to the specific deviation. The **Contractor** shall not be relieved of responsibility for errors or omissions in Submittals by the **Design Professional's** approval thereof.

5.19.11. Revisions. The **Contractor** shall make corrections required by the **Design Professional** and shall return the required number of corrected copies of Submittals and submit as required new Submittals for review and approval. The **Contractor** shall direct

specific attention, in writing or on resubmitted Submittals, to revisions other than those requested by the **Design Professional** on previous Submittals. Unless such written notice has been given, the **Design Professional's** approval of a resubmitted Submittal shall not constitute approval of any changes not requested on the prior Submittal.

5.19.12. Related Work. Where a Submittal is required by the Contract Documents or the schedule of Submittals accepted by the **Design Professional**, any related Work performed prior to the **Design Professional's** review and approval of the pertinent Submittal will be at the sole expense and responsibility of the **Contractor**.

5.19.13. Informational Submittals. Informational Submittals upon which the **Design Professional** is not expected to take responsive action may be so identified in the Contract Documents.

5.19.14. Certification. When professional certification of performance criteria of materials, systems or equipment is required by the Contract Documents, the **City** shall be entitled to rely upon such certifications, and neither the **City** nor the **Design Professional** shall be expected to make any independent examination with respect thereto.

5.20. Continuing the Work.

5.20.1. The **Contractor** shall carry on the Work and adhere to the progress schedule during all disputes or disagreements with the **City**. No Work shall be delayed or postponed pending resolution of any disputes or disagreements, except as otherwise provided herein or as the **City** and the **Contractor** may agree in writing.

5.21. Use of Site; **Access to Work.**

5.21.1. The right of possession of the premises and the improvements made thereon by the **Contractor** shall remain at all times in the **City**. The **Contractor's** right to entry and use thereof arises solely from the permission granted by the **City** under the Contract Documents. The **Contractor** shall confine the **Contractor's** apparatus, the storage of materials, and the operations of the **Contractor's** workers to limits indicated by law, ordinance, the Contract Documents and permits and/or directions of the **Design Professional** and shall not unreasonably encumber the premises with the **Contractor's** materials. The **City** shall not be liable to the **Contractor**, the Subcontractors, Suppliers, or anyone else with respect to the conditions of the premises, except for a condition caused directly and solely by the negligence of the **City**.

5.21.2. At all times, the **City** and the **Design Professional** shall have access to the Work.

5.22. Protection of Persons and Property.

5.22.1. In General. The **Contractor** shall be responsible for initiating, maintaining, and supervising all health and safety precautions and programs in connection with the performance

of the Contract. The **Contractor** is responsible for the implementation of all Federal, State, and local health and safety requirements.

5.22.2. The **Contractor** shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to:

5.22.2.1. employees on the site and other persons who may be affected thereby;

5.22.2.2. the Work, materials, and equipment to be incorporated therein, whether in storage on or off the site, under the care, custody or control of the **Contractor**, Subcontractors, or Sub-subcontractors;

5.22.2.3. other property at the site or adjacent or in close proximity thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction; and

5.22.2.4. any other property of the **City**, whether or not forming part of the Work, located at the site or adjacent thereto in areas to which the **Contractor** has access.

5.22.3. Notices and Compliance. The **Contractor** shall give notices and comply in all other respects with applicable laws, ordinances, rules, regulations, codes, and lawful orders of public authorities bearing on the safety of persons or property or their protection from damage, injury, or loss. The **Contractor** shall notify owners of adjacent and nearby properties of underground facilities and utility owners when prosecution of the Work may affect them and shall cooperate with them in the protection, removal, relocation, and replacement of their property.

5.22.4. Erection and Maintenance of Safeguards. The **Contractor** shall erect and maintain, as required by existing conditions and the terms of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations, and notifying owners and users of adjacent and nearby sites and utilities.

5.22.5. Hazardous Materials and Equipment. When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, the **Contractor** shall exercise utmost care and carry on such activities under the supervision of properly qualified personnel.

5.22.6. Damage to Property. The **Contractor** shall promptly remedy damage and loss to property referred to above. If the damage or loss is due in whole or in part to the **Contractor's** failure to take the precautions required herein, the **Contractor** shall bear the cost, subject to any reimbursement to which the **Contractor** is entitled under property insurance

required by the Contract Documents. The **Contractor** shall be fully and solely responsible for all Work and other operations carried out on adjacent properties. The insurance required under Article 8 shall cover such Work or operations, and the **Contractor** shall indemnify and defend the **City**, the **Design Professional**, and the owners of such adjacent or nearby properties from and against all claims, suits, losses, or costs arising out of such Work or operations.

5.22.7. Fire Protection Equipment and Services. The **Contractor** shall provide and maintain in good operating condition suitable and adequate fire protection equipment and services and shall comply with all reasonable recommendations regarding fire protection made by the representatives of the fire insurance company carrying insurance on the Work or by the local fire chief or fire marshal. The area within the site limits shall be kept orderly and clean and all combustible rubbish shall be promptly removed from the site.

5.22.8. Protection of Excavations, Trenches, etc. The **Contractor** shall at all times protect excavations, trenches, buildings and materials from rain water, ground water, backup or leakage of sewers, drains and other piping, and from water of any other origin and shall remove promptly any accumulation of water. The **Contractor** shall provide and operate all pumps, piping, and other equipment necessary to this end.

5.22.9. Snow and Ice Removal. The **Contractor** shall remove snow and ice that might result in damage or delay.

5.22.10. Safety Representative. The **Contractor** shall designate a qualified and experienced safety representative at the site whose duties and responsibilities shall be the prevention of accidents and the maintaining and supervising of safety precautions and programs.

5.22.11. Weather Protection. (*Reference:* M.G.L. c. 149, §44F(1).) The **Contractor** shall install weather protection and furnish adequate heat in the protected area from November 1 through March 31.

5.22.12. Security. The **Contractor** shall provide, within the Contract Sum, a sufficient number of security personnel at the Site at all times when the **Contractor's** personnel are not present, from commencement of the Work until Substantial Completion to assure that the Site, the facility, and the Work, and all materials and equipment stored at the Site are fully and completely protected against loss or damage due to vandalism, theft, or malicious mischief. If the **Contractor** elects, in addition, to use guard dogs for this purpose, each dog shall at all times be accompanied by an adult handler. If the **Contractor** fails to comply with the requirements of this paragraph, then the **City** may provide appropriate security and charge the cost thereof to the **Contractor**. The **City's** provision of such security, or failure to do so, shall not relieve the **Contractor** of its responsibility to pay for loss or damage due to vandalism, theft, or malicious mischief at the Site.

5.22.13. Hazard Communication Programs. The **Contractor** shall be

responsible for coordinating any exchange of material safety data sheets or other hazard communications information required to be made available to or exchanged between or among employers at the site in accordance with laws, codes and regulations.

5.22.14. Noise Pollution Control. The **Contractor** shall comply with all applicable provisions of Somerville Municipal Code §9-109.

5.23. Cutting and Patching.

5.23.1. In General. Unless otherwise provided in the Contract Documents, the **Contractor** shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly, including the work of the City or of separate contractors.

5.23.2. Damage to Work of City or of Separate Contractor. The **Contractor** shall not damage or endanger a portion of the Work or fully or partially completed construction of the **City** or separate contractors by cutting, patching, or otherwise altering such construction, or by excavation. The **Contractor** shall not cut or otherwise alter such construction by the **City** or a separate contractor except with prior written consent of the **City** and of such separate contractor; such consent shall not be unreasonably withheld. The **Contractor** shall not unreasonably withhold from the **City** or a separate contractor the **Contractor's** consent to cutting or otherwise altering the Work.

5.23.3. Damage Caused by Contractor. Should the **Contractor** cause damage to the work or property of any separate contractor at the Site, or should any claim arising out of the **Contractor's** performance of Work at the Site be made by any separate contractor against the **Contractor**, the **City**, the **Design Professional**, or any of the **Design Professional's** consultants, the **Contractor** shall promptly attempt to settle with such other contractor by agreement, or to otherwise resolve the dispute by arbitration or at law. The **Contractor** shall, to the fullest extent permitted by laws and regulations, indemnify and hold harmless the **City**, the **Design Professional**, and the **Design Professional's** consultants from and against all claims, damages, losses and expenses (including, but not limited to, fees of the Design Professional, the Design Professional's consultants, attorneys, and other professionals, and court and arbitration or mediation costs) arising directly, indirectly or consequentially out of any action, legal or equitable, brought by any separate contractor against the **City**, the **Design Professional**, or any of the **Design Professional's** consultants, to the extent based on a claim arising out of the **Contractor's** performance of the Work. Should a separate contractor cause damage to the Work or property of the **Contractor** or should the performance of work by any separate contractor at the site give rise to any other claim, the **Contractor** shall not institute any action, legal or equitable, against the **City**, the **Design Professional**, or any of the **Design Professional's** consultants, or permit any action against any of them to be maintained and continued in its name or for its benefit in any court or before any arbiter which seeks to impose liability on or to recover damages from the **City**, the **Design Professional**, or any of the **Design Professional's** consultants, on account of any such damage or claim. If the **Contractor** delays at any time in performing or furnishing Work by any act or neglect of a separate contractor and the City and the

Contractor are unable to agree as to the extent of any adjustment in the Contract Time attributable thereto, the **Contractor** may make a claim for an extension of time in accordance with Article 16. An extension of the Contract Time shall be the **Contractor's** exclusive remedy with respect to the **City**, the **Design Professional**, and the **Design Professional's** consultants, for any delay, disruption, interference, or hindrance caused by any separate contractor.

5.24. Cleaning Up.

5.24.1. During the progress of the Work, the **Contractor** shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract or other debris. At the completion of the Work, the **Contractor** shall remove from and about the Project all waste materials, rubbish, and debris, and the **Contractor's** tools, construction equipment, machinery, and surplus materials. Surplus materials to be provided to the **City** by specifications shall be stored in a clean, safe and secure area as directed by the **City**. The **Contractor** shall leave the site clean and ready for occupancy by the **City** at Substantial Completion of the Work. Immediately prior to the **Design Professional's** inspection for Substantial Completion, the **Contractor** shall completely clean the premises. Concrete and ceramic surfaces shall be cleaned and washed. Resilient coverings shall be cleaned, waxed and buffed. Woodwork shall be dusted and cleaned. Sash, fixtures and equipment shall be thoroughly cleaned. Stains, spots, dust, marks and smears shall be removed from all surfaces. Hardware and all metal surfaces shall be cleaned and polished. Glass and plastic surfaces shall be thoroughly cleaned by professional window cleaners. All damaged, broken or scratched glass or plastic shall be replaced by the **Contractor** at the **Contractor's** expense. The **Contractor** shall restore to original condition all property not designated for alteration by the Contract Documents.

5.24.2. If the **Contractor** fails to clean up as provided herein, the **City** may do so and charge the cost thereof to the **Contractor**.

5.25. Royalties and Patents.

5.25.1 The **Contractor** shall pay all license fees and royalties and assume all costs incident to the use in the performance of the Work or the incorporation in the Work of any invention, design, process, product, or device which is the subject of patent rights or copyrights held by others. To the fullest extent permitted by law, the **Contractor** shall indemnify and hold harmless the **City** and the **Design Professional** from and against all claims, costs, losses, and damages arising out of or resulting from any infringement of patent rights or copyrights incident to the use in the performance of the work or resulting from the incorporation in the work of any invention, design, process, product, or device not specified in the Contract Documents.

5.26. Contractor's Obligation to Perform.

5.26.1. The **Contractor's** obligation to perform and complete the Work in accordance with the Contract Documents is absolute. None of the following will constitute an acceptance of Work that is not in accordance with the Contract Documents or a release of the **Contractor's**

obligation to perform the Work in accordance with the Contract Documents:

5.26.1.1. observations by the **Design Professional**;

5.26.1.2. recommendation of any progress or final payment by the **Design Professional**;

5.26.1.3. the issuance of a certificate of Substantial Completion or any payment by the **City** to the **Contractor** under the Contract Documents;

5.26.1.4. use or occupancy of the Work, Project, or Site, or any part thereof, by the **City**;

5.26.1.5. any acceptance by the **City** or any failure to do so;

5.26.1.6. any review and approval of a Shop Drawing or Sample submittal or the issuance of a notice of acceptance by the **Design Professional**;

5.26.1.7. any inspection, test, or approval by others; or

5.26.1.8. any correction of defective Work by the **City**.

5.27. Indemnification; **and Covenant Not To Sue.**

5.27.1. To the fullest extent permitted by law, the **Contractor** shall assume the defense of, indemnify and hold harmless the **City**, the **Design Professional**, the **Design Professional's** consultants, and agents and employees of any of them, from and against claims, damages, losses, and expenses, including, but not limited, to attorneys' fee, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including loss of use resulting there from, caused in whole or in part by alleged negligent acts or omissions of the **Contractor**, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.

5.27.2. In claims against any person or entity indemnified under the foregoing paragraph by an employee of the **Contractor**, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under the foregoing paragraph shall not be limited by a limitation on the amount or type of damages, compensation or benefits payable by or for the **Contractor** or a Subcontractor under Workers' Compensation laws, disability benefit acts or other employee benefit acts.

5.27.3. The obligations of the **Contractor** in this Article shall not extend to the liability of the **Design Professional**, the **Design Professional's** consultants, and agents or employees of any of them arising out of (1) the preparation of maps, Plans, opinions, reports, surveys, Change Orders, designs, or Specifications, or (2) directions or instructions given by the **Design Professional**, the **Design Professional's** consultants and agents or employees of any of them, provided such instructions or directions are the primary cause of the injury or damage.

5.27.4. The **Contractor**, or any successor, assign, or subrogee of the **Contractor** agrees not to bring any civil suit, action, or other proceeding in law, equity or arbitration against the **Design Professional**, or the officers, employees, agents, or consultants of the **Design Professional**, for the enforcement of any action which the **Contractor** may have arising out of or in any manner connected with the Work. The **Contractor** shall assure that this covenant not to sue is contained in all subcontracts and sub-subcontracts of every tier and shall assure its enforcement. The **Design Professional**, its officers, employees, agents, and consultants are intended third-party beneficiaries of this covenant not to sue, and are entitled to enforce this covenant in law or equity.

5.28. Survival of Obligations.

5.28.1 All representations, indemnifications, warranties, and guarantees made in, required by or given in accordance with the Contract Documents, as well as all continuing obligations indicated in the Contract Documents, will survive final payment, completion and acceptance of the Work and termination or completion of the Contract.

ARTICLE 6: SUBCONTRACTORS

6.1 Use of Subcontractors.

6.1.1 The **Contractor** shall use the Subcontractors named in the **Contractor's** Bid.

6.2 Substitution of Subcontractors.

6.2.1 The **Contractor** shall not substitute another Subcontractor therefore without notice to the **City** and the **City's** prior written consent of such substitution.

6.3 Names of Subcontractors.

6.3.1 Upon execution of the Contract with the **City**, the **Contractor** shall provide in writing to the **City**, through the **Design Professional,** the names, addresses, telephone numbers, and fax numbers of all persons proposed for each principal portion of the Work.

6.4. Objections to Subcontractors.

6.4.1 The **Contractor** shall not use any Subcontractor against whom the **City** has a reasonable objection. The **Contractor** shall not be required to contract with any person or entity against whom it has a reasonable objection.

6.5. Form of the Subcontract.

6.5.1 All Work performed by a Subcontractor shall be through an appropriate

subcontract. The form of subcontract shall be submitted to the **City's Law Department for its** approval, which shall not be unreasonably withheld or delayed.

6.6. Content of the Subcontract.

6.6.1. In addition to all statutorily mandated provisions and provisions required elsewhere in the Contract Documents, each subcontract shall expressly provide that:

6.6.1.1. Each subcontract agreement for a portion of the Work is assigned by the **Contractor** to the **City** provided that:

6.6.1.1.1. the assignment is effective only after termination of the Contract by the **City** or the **Contractor** and only for those subcontract agreements which the **City** accepts by notifying the Subcontractor in writing; and

6.6.1.1.2. the assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

6.6.1.2. Each Subcontractor is bound by the requirements of the Contract Documents for the express benefit of the **City.**

6.6.1.3. Each Subcontractor shall assume toward the **Contractor** all the obligations that the **Contractor** assumes toward the **City** and the **Design Professional**, unless otherwise provided by law.

ARTICLE 7: PERFORMANCE AND PAYMENT BONDS

7.1. Form of Bonds.

7.1.1 The performance and labor and material or payment bonds shall be in the form required by the **City**, copies of which are included in the Project Manual. The **City** reserves the right to reject any bond that does not conform to the **City's** requirements.

7.2. <u>Furnished by the Contractor.</u> (*Reference:* M.G.L. c. 30, §39M(c);, M.G.L. c. 149, §29).

7.2.1 The **Contractor** shall furnish a performance bond and a labor and materials or payment bond, each with a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the **City** and each in the sum of the Contract Sum, the premiums for which are to be paid by the **Contractor** and are included in the Contract Sum. The bonds shall remain in effect until final payment is made. The sum of the performance bond shall increase each time the Contract Sum is increased as a result of a Change Order.

7.3. Submission to the City.

7.3.1 The **Contractor** must submit the performance and a labor and materials or payment bonds to the **City** upon the **Contractor's** execution of the Agreement.

ARTICLE 8: INSURANCE REQUIREMENTS

8.1 Insurance Certificates.

8.1.1 Prior to starting work on this project, the contractor shall deposit with the **City**, certificates from insurers clearly stating that the required insurance policies have been issued to the **Contractor** and will remain in effect during the time period required to complete this contract. ACCORD forms will not be accepted. The certificates must be in a form satisfactory to the **City**. The insurance shall include all major divisions of coverage, and shall be on a comprehensive general basis including: Premises and Operations (including X-C-U), Owners and Contractors Protective, Products and Completed Operations, Owned, Non-owned or Hired and/or Leased Motor Vehicles. Such insurance shall be written for not less than any limits of liability, required by law or the following limits, whichever are greater.

8.2 Minimum Coverages. The **Contractor** shall possess and maintain throughout the contract period/project, insurance in the kinds and amounts as provided in Appendix D. The **Contractor** may purchase and maintain excess liability insurance in the in the umbrella form in order to satisfy the limits of liability required for the insurance to be purchased and maintained in accordance with the required requirements set forth above (in addition to the umbrella limits required). Evidence of such excess liability shall be delivered to the **City** in the form of a certificate and the certificate indicating the policy numbers and limits of liability of all underlying insurance.

8.3 Additional Insured. The **City** shall be named as an additional insured on each certificate, and the certificate must have the endorsement of the insurance agency.

8.4 Notice. Each certificate shall contain a notation that the insurer will give 30 days notice to the **City** prior to cancellation, change or non-renewal of policy.

8.5 Carrier Rating. Insurance carriers MUST have an A.M. Best rating of "A" or better.

8.6 Material Breach. Failure of the contractor to provide and continue in force such insurance shall be deemed a material breech of contract and shall operate as immediate termination thereof.

ARTICLE 9: TESTS AND INSPECTIONS

9.1. Access.

9.1.1 The **City**, the **Design Professional**, and all other persons designated by the **City** shall have access to the Work at reasonable times for observing, inspecting, and testing. The **Contractor** shall provide them with proper and safe conditions for such access and advise them of the **Contractor's** site safety procedures and programs so that they may comply therewith as applicable.

9.2. Tests and Inspections.

9.2.1. The **Contractor** shall give the **Design Professional** timely notice of readiness of

the Work for all required inspections, tests, or approvals and shall cooperate with inspection and testing personnel to facilitate required inspections or tests.

9.2.2. Unless otherwise provided, the **Contractor** shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the **City**, or with the appropriate public authority and shall bear all related costs of tests, inspections, and approvals. If the laws or regulations of any public body having jurisdiction require any Work or part thereof specifically to be inspected, tested, or approved by an employee or other representative of such public body, the **Contractor** shall assume full responsibility for arranging and obtaining such inspections, tests, or approvals, pay all costs in connection therewith and furnish the **Design Professional** with the required certificates of inspection, testing, or approval.

9.2.3. The **Contractor** shall be responsible for arranging and obtaining and shall pay all costs in connection with any inspections, tests, or approvals required for the **Design Professional's** acceptance of materials or equipment to be incorporated into the Work, or of materials, mix designs, or equipment submitted for approval prior to the **Contractor's** purchase thereof for incorporation into the Work.

9.2.4. If any Work that is to be inspected, tested, or approved is covered by the **Contractor**, Subcontractor, or Sub-subcontractor without the prior written consent of the **Design Professional**, it must be uncovered for observation, inspection, testing, or approval, if requested by the **Design Professional**. The **Contractor** must recover the Work at its own expense.

9.2.5. The **Contractor** shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the **Design Professional** in the **Design Professional's** administration of the Contract or by tests, inspections, or approvals required or performed by persons other than the **Contractor**.

ARTICLE 10
UNCOVERING AND CORRECTING WORK

10.1. Uncovering Work.

10.1.1. If a portion of the Work is covered contrary to the **Design Professional's** request or to requirements specifically expressed in the Contract Documents, it must, if required in writing by the **Design Professional**, be uncovered for the **Design Professional's** observation and be replaced, both at the **Contractor's** expense and without change in the Contract Time.

10.1.2. If a portion of the Work has been covered which the **Design Professional** has not specifically requested to observe prior to its being covered, the **Design Professional** may request to see such Work, and it shall be uncovered by the **Contractor**. If it is found that such Work is in accordance with the Contract Documents, costs of uncovering and replacing shall, by

appropriate Change Order, be charged to the **City**. If it is found that such Work is defective or not in accordance with the Contract Documents, the **Contractor** shall pay all claims, costs, losses, and damages caused by, arising out of or resulting from such uncovering, exposure, observation, inspection, and testing and of satisfactory replacement of reconstruction (including, but not limited to, all costs of repair or replacement of work of others); and the **City** shall be entitled to an appropriate decrease in the Contract Sum. The **City** may take such decrease by reducing the then current application for payment accordingly or subsequent applications, if necessary, until the decrease is paid in full.

10.2. Correcting Work.

10.2.1. The **Contractor** shall promptly correct Work rejected by the **Design Professional** or failing to conform to the requirements of the Contract Documents, whether observed before or after Substantial Completion and whether or not fabricated, installed, or completed. The **Contractor** shall bear all costs of correcting such rejected Work including additional testing and inspections and compensation for the **Design Professional's** services and expenses made necessary thereby and any cost, loss, or damages to the **City** resulting from such failure or defect.

10.2.2. If, within one (1) year after the date of Substantial Completion of the Work or designated portion thereof, or after the date for commencement of warranties established in Article 15, or by terms of an applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of written notice from the **City** to do so, unless the **City** has previously given the **Contractor** a written acceptance of such condition. This period of one (1) year shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual performance of the Work. This obligation to correct under this paragraph shall survive acceptance of the Work under the Contract and termination of the Contract. The **City** shall give such notice promptly after discovery of the condition.

10.2.3. The **Contractor** shall correct, remove, or replace portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the **Contractor** nor accepted by the **City**.

10.2.4. If the **Contractor** fails within a reasonable time to correct nonconforming Work, or to remove and replace rejected Work, or fails to perform the Work in accordance with the Contract Documents, the **City** may correct it in accordance with the provisions herein. If the **Contractor** does not proceed with correction, removal, or replacement of such nonconforming Work within seven (7) days from the date of written notice from the **Design Professional**, the **City** may correct it and store any salvageable materials or equipment at the **Contractor's** expense. If the **Contractor** does not pay costs of any such removal and storage within ten (10) days after written notice, the **City** may upon ten (10) additional days' written notice sell such materials and equipment at auction or at private sale and shall account for the proceeds thereof,

after deducting costs and damages that should have been borne by the **Contractor**, including compensation for the **Design Professional's** services and expenses made necessary thereby. If such proceeds of sale do not cover all the costs that the **Contractor** should have born, the Contract Sum shall be reduced by the deficiency. If payments then or thereafter due the **Contractor** are not sufficient to cover such amount, the **Contractor** shall pay the difference to the **City**.

10.2.5. The **Contractor** shall bear the cost of correcting destroyed or damaged construction, whether completed or partially completed, of the **City** or separate contractors caused by the **Contractor's** correction or removal of Work which is not in accordance with the requirements of the Contract Documents.

10.2.6. Nothing contained in this paragraph shall be construed to establish a period of limitation with respect to other obligations that the **Contractor** might have under the Contract Documents. Establishment of the time period of one (1) year as described in the above paragraph related only to the specific obligation of the **Contractor** to correct the Work and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced nor to the time within which proceedings may be commenced to establish the **Contractor's** liability with respect to the **Contractor's** obligations other than specifically to correct the Work.

10.3. Acceptance of Nonconforming Work.

10.3.1 If, instead of requiring correction or removal and replacement of defective or nonconforming Work, the **City** prefers to accept Work which is not in accordance with the requirements of the Contract Documents, the **City** may do so instead of requiring its removal and correction, in which case the **Contractor** shall pay all claims, costs, losses, and damages attributable to the **City's** evaluation of and determination to accept such defective or non-conforming Work. The Contract Sum will be reduced as appropriate. Such adjustment shall be effected whether or not final payment has been made.

ARTICLE 11:CHANGES IN THE WORK

11.1. In General.

11.1.1. The Contract Sum constitutes the total compensation (subject to authorized adjustments) payable to the **Contractor** for performing the Work. All duties, responsibilities and obligations assigned to or undertaken by the **Contractor** shall be at the **Contractor's** expense without any change in the Contract Sum.

11.1.2. Without invalidating the Contract and without notice to any surety, the **City** may, at any time or from time to time, order additions to, deletions from, or revisions in the Work. Such additions, deletions, or revisions will be authorized by a Change Order, a Modification or a **Construction Change** Directive. Upon receipt of any such document, the **Contractor** shall promptly proceed with the Work involved that will be performed under the applicable conditions of the Contract Documents (except as otherwise specifically provided).

11.1.3. The **Contractor** shall not be entitled to an increase in the Contract Sum or an extension of the Contract Time with respect to any Work performed that is not required by the Contract Documents as amended, modified, or supplemented, except as otherwise provided herein.

11.2. Change Orders.

11.2.1. (*Reference:* M.G.L. c. 30, §39I;). The **Contractor** shall perform all the Work required by this Contract in conformity with the Plans and Specifications contained herein. No willful and substantial deviation from said Plans and Specifications shall be made unless authorized in writing by the **City** and the **Design Professional** in charge of the Work who is duly authorized by the **City** to approve such deviations. In order to avoid delays in the prosecution of the Work required by such Contract, such deviation from the Plans or Specifications may be authorized by a written order of the **City** or the **Design Professional** so authorized to approve such deviation. Within thirty (30) days thereafter, such written order shall be confirmed by a certificate of the **City** stating: (1) If such deviation involves any substitution or elimination of materials, fixtures or equipment, the reasons why such materials, fixtures, or equipment were included in the first instance and the reasons for substitution or elimination, and, if the deviation is of any other nature, the reasons for such deviation, giving justification therefore; (2) that the specified deviation does not materially injure the Project as a whole; (3) that either the work substituted for the Work specified is of the same cost and quality, or that an equitable adjustment has been agreed upon between the **City** and the **Contractor** and the amount in dollars of said adjustment; and (4) that the deviation is in the best interest of the **City**.

11.3. Construction Change Directive.

11.3.1. A **Construction Change** Directive shall be used in the absence of total agreement on the terms of a Change Order.

11.3.2. Upon request of the **City** or the **Design Professional**, the **Contractor** shall without cost to the **City** submit to the **Design Professional** in such form as the **Design Professional** may require, an accurate written estimate of the cost of any proposed extra work or change. The estimate shall indicate the quantity and unit cost of each item of materials, and the number of hours of work and hourly rate for each class of labor, as well as the description and amounts of all other costs chargeable under the terms of this Article. Unit labor costs for the installation of each item of materials shall be shown if required by the **Design Professional**. If required by the **Design Professional**, in order to establish the exact cost of new Work added or of previously required Work omitted, the **Contractor** shall obtain and furnish to the **Design Professional** bona fide proposals from recognized Suppliers for furnishing any material included in such Work. Such estimates shall be furnished promptly so as to occasion no delay in the Work, and shall be furnished at the **Contractor's** expense.

11.3.3. The **Contractor** shall state in the estimate any extension of time required for the completion of the Work if the change or extra Work is ordered. The **Contractor** shall document,

through a critical path analysis, or some other clearly delineated explanation, how the proposed change affects other aspects of the Work, and why it would require an extension of time. The **Contractor** shall promptly revise and resubmit such estimate if the **Design Professional** determines that it is not in compliance with the requirements of this Article, or that it contains errors of fact or mathematical errors.

11.3.4. If the **Construction Change** Directive provides for an adjustment to the Contract Sum**,** the adjustment shall be based on one of the following methods, as selected by the **City**, selection of which does not require the consent of the **Contractor**:

11.3.4.1. by unit prices stated in the Contract Documents or otherwise mutually agreed upon; or

11.3.4.2. by Cost and Percentages estimated by the **Contractor** as provided herein and accepted by the **City**, whereupon the **Contractor's** estimate shall become a fixed price which shall not be changed by any variation in the actual cost of executing the Work covered by the change; or

11.3.4.3. by actual Cost determined after the Work covered by the change is completed, plus Percentage; or

11.3.4.4. by submission to arbitration or a court, which shall determine the fair value of the Work covered by the change.

11.3.5. "Cost" shall mean the estimated or actual net increase or decrease in cost to the **Contractor**, Subcontractor, or Sub-subcontractor for performing the Work covered by the change, including actual payments for materials, equipment rentals, expendable items, wages, and associated benefits to the workers and to supervisors employed full time at the Site, insurance, bonds, and other provable direct costs, but not including any administrative, accounting or expediting costs, or other indirect or overhead costs, or any wages or benefits of supervisory personnel not assigned full time to the Site, or any amount for profit or fee to the **Contractor**, Subcontractor, or Sub-subcontractor.

11.3.6. "Percentage" shall mean an allowance to be added to or subtracted from the Cost in lieu of overhead and profit and of any other expense that is not included in the Cost of the Work covered by the change, as defined above. Percentage for a Sub-subcontractor shall be 8% of any net increase or decrease of Cost of any Work performed by the Sub-subcontractor's own forces plus 4% of any net increase or decrease in Cost of any Work performed for the Sub-subcontractor by lower tier Sub-subcontractors. Percentage for a Subcontractor shall be 12% of any net increase or decrease of Cost of any Work performed by the Subcontractor's own forces plus 4% of the Cost of Work performed by Sub-subcontractors. Percentage for the **Contractor** shall be 15% of any net increase or decrease of Cost of any Work performed by the **Contractor's** own forces plus 5% of any net increase or decrease in the Cost for all other Work

covered by the change. When the **Contractor** is also performing Work as a Subcontractor or Sub-subcontractor, the **Contractor** shall only be entitled to a total of no more than 15% of any net increase or decrease of Cost of any Work.

11.3.7. When in the reasonable judgment of the **Design Professional** a series of **Construction Change** Directives or Change Orders effect a single change, Percentage shall be calculated on the cumulative net increase or decrease in Cost, if any.

11.3.8. If unit prices are stated in the Contract Documents or are subsequently agreed upon, and if quantities originally contemplated are so changed in a Proposed Change Order or **Construction Change** Directive that the application of such unit prices to quantities of Work proposed will cause substantial inequity to the **City** or the **Contractor**, the applicable unit prices shall be equitably adjusted.

11.3.9. If the **City** elects to determine the Cost of the Work as provided in method (11.3.4.1) using unit prices stated in the Contract Documents or subsequently agreed upon, the unit prices shall be subject to the prior paragraph. Notwithstanding the inclusion of unit prices in the Contract Documents, it shall be the **City's** option to require the Cost of any given change to be determined by one of the other methods stated in 11.3.4. If the **City** elected to determine the Cost of the change by unit prices and the nature of the work is such that its extent cannot readily be measured after the completion of such work or any subsequent Work, the **Contractor** shall keep daily records, available at all times to the **Design Professional** for inspection, of the actual quantities of such Work put in place, and delivery receipts or other adequate evidence, acceptable to the **Design Professional**, indicating the quantities of materials delivered to the Site for use in such unit price Work, and distinguishing such from other similar material delivered for use in Work include in the base Contract Sum. If so required by the **Design Professional**, materials for use in unit price Work shall be stored apart from all other materials on the Project.

11.3.10. If the **City** elects to determine the Cost of the Work as provided in methods 11.3.4.3. or 11.3.4.4. or if the method of determining the Cost has not been established before the Work is begun, the **Contractor** shall keep detailed daily records of labor and material costs applicable to the Work.

11.3.11. Upon receipt of a **Construction Change** Directive, the **Contractor** shall promptly proceed with the change in the Work involved and advise the **Design Professional** in writing of the **Contractor's** agreement or disagreement with the method, if any, provided in the **Construction Change** Directive for determining the proposed adjustment in the Contract Time.

11.3.12. A **Construction Change** Directive signed by the **Contractor** indicates the agreement of the **Contractor** therewith, including adjustment in the Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

11.3.13. If the **Design Professional** and the **Contractor** do not agree with the adjustment in the Contract Time or the method for determining it, the adjustment or the method shall be referred to the **Design Professional** for determination.

11.4. Minor Changes in the Work.

11.4.1. The **Design Professional** has the authority to order minor changes in the Work. "Minor changes" as used in this paragraph mean changes which are so insignificant as to not affect the Contract Sum or the Contract Time and which are not inconsistent with the intent of the Contract Documents. Any minor change shall be committed to a written order which shall be binding on both the **City** and the **Contractor** and which shall be promptly carried out by the **Contractor**.

11.5. Certificate of Appropriations. (*Reference:* M.G.L. c. 44, §31C;). This Contract shall not be deemed to have been made until the **City's** auditor has certified thereon that an appropriation in the amount of this Contract is available therefor and that an officer or agent of the **City** has been authorized to execute said Contract and approve all requisitions and change orders. No order to the **Contractor** for a change in or addition to the Work, whether in the form of a drawing, plan, detail or any other written instruction, unless it is an order which the **Contractor** is willing to perform without any increase to the Contract price, shall be deemed to be given until the auditor has certified thereon that an appropriation in the amount of such order is available therefore; but such certificate shall not be construed as an admission by the **City** of its liability to pay for such work. The certificate of the auditor that an appropriation in the amount of this Contract or in the amount of such order is available shall bar any defense by the **City** on the grounds of insufficient appropriation.

ARTICLE 12: CHANGE IN THE CONTRACT TIME

12.1. Date of Commencement.

12.1.1 The date of commencement of the Work is the date established in the Notice to Proceed. The date shall not be postponed by the failure to act of the **Contractor** or persons or entities for whom the **Contractor** is responsible.

12.2. Progress and Completion.

12.2.1. Time is of the essence; all time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the **Contractor** confirms that the Contract Time is a reasonable period for performing the Work.

12.2.2. The **Contractor** shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

12.2.3. Within five (5) working days of award of contract, the **Contractor** shall submit to the **Design Professional** a progress schedule showing for each class of Work included in the schedule of values, the percentage of completion to be obtained and the total dollar value of

Work to be completed as of the first of each month until Substantial Completion. All calculations shall be on the basis of Work in place, but may include, at the **Design Professional's** discretion, the value of materials delivered but not in place.

12.2.4. The progress schedule shall be based on an orderly progression of the Work, allowing adequate time for each operation (including adequate time for submission and review of submittals), and leading to a reasonable certainty of Substantial Completion by the date established in the Agreement. The progress schedule will be reviewed by the **Design Professional** for compliance with the requirements of this Article and will be accepted by the **Design Professional** or returned to the **Contractor** for revision and resubmittal. Unless specifically required by law, no payment under this Contract shall be due until the progress schedule has been approved by the **Design Professional**. The **Design Professional's** review of the progress schedule shall not impose any duty on the **Design Professional** or the **City** with respect to the timing, planning, scheduling, or execution of the Work. In particular, if the **Contractor** proposes a progress schedule indicating a date of Substantial Completion which is earlier than the Contract Time, the **Contractor** shall not be entitled to additional payment or compensation of any kind if, for any reason, the full Contract Time is required to achieve Substantial Completion of the Work.

12.2.5. If in any Application for Payment, the total value of the completed Work in place, as certified by the **Design Professional**, is less than 90% of the total value of the Work in place estimated in the progress schedule, the **City** may, at the **City's** option, require the **Contractor** to accelerate the progress of the Work without cost to the **City** by increasing the workforce or hours or Work or by other reasonable means approved by the **Design Professional**.

12.2.6. If each of three successive applications, as certified by the **Design Professional**, indicate that the actual Work completed is less than 90% of the values estimated in the progress schedule to be completed by the respective dates, the **City** may at the **City's** option, treat the **Contractor's** delinquency as a default justifying the action permitted under Article 18.

12.2.7. If the **Design Professional** has determined that the **Contractor** should be permitted to extend the time for completion as provided below, the calendar dates in the progress schedule shall be adjusted accordingly to retain their same relationship to the adjusted date of Substantial Completion, and the dollar value of the Work to be completed as of the first of each month shall be adjusted pro rata.

12.2.8. If the **Contractor** fails to submit any application for payment in any month, the **Design Professional** shall, for the purpose of this evaluation of progress, certify separately to the actual value of the Work in place completed as of the first of the month to the best of the **Design Professional's** knowledge.

12.2.9. Nothing herein shall limit the **City's** right to liquidated or other damages for delays by the **Contractor** or to any other remedy which the **City** may be entitled or may possess

under other provisions of the Contract Documents or by law.

12.3. Delays and Extensions of Time.

12.3.1. If the **Contractor** is delayed at any time in the progress of the Work by an act or neglect of the **City** or the **Design Professional**, or of an employee of either, or of a separate contractor employed by the **City**, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, or other causes (except weather) beyond the **Contractor's** control, or by delay authorized by the **City**, or by other causes which the **Design Professional** determines may justify delay, then the Contract Time shall be extended by Change Order or **Construction Change** Directive for such reasonable time as the **Design Professional** may determine.

12.3.2. Claims relating to time shall be made in accordance with applicable provisions of Article 16.

12.3.3. No claim for extension of time shall be allowed on account of failure of the **Design Professional** to furnish Plans, Specifications or instructions or to return Shop Drawings or Samples until fifteen (15) days after receipt by the **Design Professional** by registered or certified mail of written demand for such instructions, Plans, Specifications, or Samples, and then not unless such claim is reasonable.

12.3.4. No extensions of time shall be granted because of seasonal or abnormal variations in temperature, humidity or precipitation, which conditions shall be wholly at the risk of the **Contractor**, whether occurring within the time originally scheduled for completion or within the period of any extension granted. There shall be no increase in the Contract Sum on account of any additional costs of operations or conditions resulting therefrom.

12.3.5. The **Contractor** hereby agrees that the **Contractor** shall have no claim for damages of any kind against the **City** or the **Design Professional** on account of any delay in the commencement of the Work and/or any hindrance, delay, or suspension of any portion of the Work, whether such delay is caused by the **City**, the **Design Professional**, or otherwise, except as and to the extent expressly provided under M.G.L. c. 30, §39O, in the case of written orders by the **City**. The **Contractor** acknowledges that the **Contractor's** sole remedy for any such delay and/or suspension will be an extension of time as provided in this Article.

12.3.6. (*Reference:* M.G.L. c. 30, §39O;). (a) The **City** may order the **Contractor** in writing to suspend, delay, or interrupt all or any part of the Work for such period of time as it may determine to be appropriate for the convenience of the **City**, provided however that if there is a suspension, delay, or interruption for fifteen (15) days or more due to a failure of the **City** to act within the time specified in this Contract, the **City** shall make an adjustment in the Contract prices for any increase in the cost of performance of this Contract under this provision for any suspension, delay, interruption, or failure to act to the extent that such is due to any cause for which this Contract provides for an equitable adjustment of the Contract price under any other

Contract provisions.

(b) The **Contractor** must submit the amount of a claim under provision (a) to the **City** in writing as soon as practicable after the end of the suspension, delay, interruption, or failure to act and, in any event, not later than the date of final payment under this Contract and, except for costs due to a suspension order, the **City** shall not approve any costs in the claim incurred more than twenty (20) days before the **Contractor** notified the **City** in writing of the act or a failure to act involved in the Claim.

In the event a suspension, delay, interruption, or failure to act of the **City** increases the cost of performance to any Subcontractor, that Subcontractor shall have the same rights against the **Contractor** for payment for an increase in the cost of its performance as provisions (a) and (b) give the **Contractor** against the **City**, but nothing in provisions (a) and (b) shall in any way change, modify, or alter any other rights which the **Contractor** or the Subcontractor may have against each other.

12.4. Liquidated Damages.

12.4.1. If the **Contractor** shall fail to achieve Substantial Completion within the Contract Time, it shall be liable to pay the **City** the daily amount specified in the Agreement, not as a penalty, but as a fixed and agreed upon damages for breach of contract. The said amount is fixed and agreed upon because of the difficulty of ascertaining the **City's** actual damages. It is mutually understood that the said amount is a reasonable approximation or estimate thereof as of the date of the Agreement. The **City** may elect to withhold said amount from periodic or final payments due to the **Contractor**, in addition to retainage and other back charges.

12.5. Changes in the Contract Time.

12.5.1. In Writing. The Contract Time may only be changed by a Change Order or a Modification. Any claim for an adjustment of the Contract Time shall be based on a written notice delivered to the party making the claim to the other party and to the **Design Professional** promptly (but in no event later that seven (7) days) after the occurrence of the event giving rise to the claim and stating the general nature of the claim. Notice of the extent of the claim with supporting data shall be delivered within thirty (30) days after such occurrence and shall be accompanied by the claimant's written statement that the adjustment claimed is the entire adjustment to which the claimant has reason to believe it is entitled as a result of the occurrence of said event. All claims for adjustment in the Contract Time shall be determined by the **Design Professional** in accordance with Article 16. No claim for an adjustment in the Contract Time will be valid if not submitted in accordance with the requirements of this paragraph.

12.5.2. Early Completion. The Contract Time shall not be changed due to a delay in the **Contractor's** early completion date.

ARTICLE 13: PAYMENTS

13.1. Schedule of Values.

13.1.1. The **Contractor** shall submit to the **Design Professional** a schedule of values which shall subdivide the Work into its component parts and shall include quantities, direct craft labor worker hours, labor cost and material/equipment cost. Labor cost shall include an appropriate amount of construction equipment costs, supplemental costs, administrative expenses, contingencies, and profit. The **Contractor** shall prepare the schedule of values in such form and supported by such data to substantiate its accuracy as the **Design Professional** may require and shall be revised if later found by the **Design Professional** to be inaccurate. This schedule, unless objected to by the **Design Professional**, shall be used as a basis for reviewing the **Contractor's** applications for payment.

13.2. Content and Submission of Applications for Payment.

13.2.1. At least ten (10) days before the date established for each progress payment, the **Contractor** shall submit to the **Design Professional** six (6) copies of an itemized application for payment for Work completed in accordance with the schedule of values. Such application shall be in a form or format established or approved by the **Design Professional** and shall be supported by documentation substantiating the **Contractor's** right to payment.

13.2.2. When **Construction Change** Directives have set forth an adjustment to the Contract Sum but have not yet been included in Change Orders, the value established by the **City** may be included in the application.

13.2.3. Applications covering Work of Subcontractors or Suppliers shall not include requests for payments of amounts the **Contractor** does not intend to pay to a Subcontractor or Supplier because of a dispute or other reason. The **Contractor** shall not be paid for any Work performed by a Subcontractor unless and until the **City** receives for that Subcontractor a certificate of insurance that conforms to the requirements of the Contract Documents .

13.2.4. Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the Site for subsequent incorporation in the Work. If approved in advance by the **City**, payment may similarly be made for materials and equipment suitably stored off the Site at a location agreed upon in writing. Payment for materials and equipment stored on or off the Site shall be conditioned upon the application for payment being accompanied by a bill of sale, an invoice, or other documentation warranting that the **City** has received the materials and equipment free and clear of all liens, claims, security interests, or encumbrances, hereinafter collectively referred to as "liens," and evidence that the materials and equipment are covered by appropriate insurance and other arrangements to protect the **City's** interest therein.

13.2.5. Each application for payment or periodic estimate requesting payment shall be accompanied by, at the **City's** option, a certificate from each Subcontractor stating that the Subcontractor has been paid all amounts due the Subcontractor on the basis of the previous

periodic payment to the **Contractor**, or else stating the amount not so paid and the reason for the discrepancy. In the event of any such discrepancy, the **Contractor** shall furnish the **Contractor's** own written explanation to the **City** through the **Design Professional**. Such waiver or certificate shall be in a form acceptable to the **City**.

13.3. False Applications for Payment.

13.3.1. (*Reference:* M.G.L. c. 266, §§67B). Any person who makes or presents to any claim upon or against any employee or department of the **City**, knowing such claim to be false, fictitious, or fraudulent shall be punished by a fine or not ore than ten thousand dollars ($10,000) or by imprisonment in the state prison for not more than five (5) years, or in the house of correction for not more than two and one-half years, or both.

13.4. Review of Applications for Payment.

13.4.1. The **Design Professional** shall review each application for payment and will reject any application that (1) is not accompanied by the required documentation or (2) contains errors, mathematical or otherwise.

13.4.2. Within five (5) business days after receipt of an application for payment, the **Design Professional** will either (1) return the application to the **Contractor** with a written explanation as to why it was rejected or (2) issue to the **City** a certificate for payment, with a copy to the **Contractor**, for such amount as the **Design Professional** determines is properly due. In the event an application is returned to the **Contractor**, the date of receipt of the application shall be the date of receipt of the corrected application.

13.4.3. The **Design Professional** or the **City** may make changes to any application submitted by the **Contractor**.

13.4.4. By recommending any payment, the **Design Professional** will not thereby be deemed to have represented that: (1) exhaustive or continuous on-site inspections have been made to check the quality or the quantity of the Work beyond the responsibilities specifically assigned to the **Design Professional** in the Contract Documents or (2) that there may not be other matters or issues between the parties that might entitle the **Contractor** to be paid additionally by the **City** or entitle the **City** to withhold payment to the **Contractor**. The **Design Professional's** approval of the application for payment and the accompanying documentation shall indicate that to the best of the **Design Professional's** knowledge, information, and belief, the Work has progressed to the point indicated by the **Contractor**, and that the quality of the Work is in accordance with the Contract Documents, subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, the results of any subsequent tests specified in the Contract Documents, final determination of quantities and classifications for unit price work and any other qualifications so stated.

13.4.5. The **Design Professional's** recommendation of any payment shall not mean that

the **Design Professional** is responsible for the **Contractor's** means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of the **Contractor** to comply with laws and regulations applicable to the furnishing or performance of Work, of for any failure of the **Contractor** to perform or furnish Work in accordance with the Contract Documents.

13.4.6. No certificate given or payment made shall be evidence of the performance of this Contract, either wholly or in part and no payment, whether made upon the final certificate or otherwise, shall be construed as an acceptance of defective work or materials.

13.5. Decisions to Withhold Certification.

13.5.1. The **Design Professional** may refuse to recommend the whole or any part of any payment if, in the **Design Professional's** opinion, it would be incorrect to make the representations to the **City** referred to above.

13.5.2. If the **Contractor** and the **Design Professional** cannot agree on a revised amount, the **Design Professional** will promptly approve a certificate for payment for the amount for which the **Design Professional** is able to make such representations to the **City**. The **Design Professional** may also decide not to certify payment or, because of subsequently discovered evidence or subsequent observations, may nullify the whole or a part of a certificate for payment previously issued, to such extent as may be necessary in the **Design Professional's** opinion to protect the **City** from loss because of:

13.5.2.1. defective Work not remedied;

13.5.2.2. third party claims filed or reasonable evidence indicating probable filing of such claims;

13.5.2.3. failure of the **Contractor** to make payments properly to Subcontractors or for labor, materials or equipment;

13.5.2.4. reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;

13.5.2.5. damage to the **City** or another contractor;

13.5.2.6. reasonable evidence that the Work will not be completed within the Contract Time, and that retainage currently held by the **City** would not be adequate to cover actual or liquidated damage for the anticipated delay;

13.5.2.7. persistent failure to carry out the Work in accordance with the Contract Documents; or

13.5.2.8. failure of mechanical trade or electrical trade subcontractors to comply with mandatory requirements for maintaining record drawings. The **Contractor** shall check record drawings each month. Written confirmation that the record drawings are current will be required by the **Design Professional** before approval of the **Contractor's** monthly payment requisition.

13.5.3. When the above reasons for withholding certification are removed, certification will be made for amounts previously withheld.

13.6. Progress Payments.

13.6.1. After the **Design Professional** has issued a certificate for payment, the **City** shall make payment in the manner and within the time provided in the Contract Documents.

13.6.2. (*Reference:* M.G.L. c. 30, §39G;). The **City** shall pay the amount due pursuant to any periodic, Substantial Completion or final estimate within thirty-five (35) days after receipt of written acceptance for such estimate from the **Contractor**. In the case of periodic payments, the **City** may deduct from its payment a retention based on its estimate of the fair value of its claims against the **Contractor**, a retention for direct payments to Subcontractors based on demands for same in accordance with M.G.L. c. 30, §39F; and a retention to secure satisfactory performance of the contractual work, not exceeding five percent (5%) of the approved amount of any periodic payment, and the same right to retention shall apply to bonded Subcontractors entitled to direct payment under M.G.L. c. 30, §39F; provided, that a five percent (5%) value of all items that are planted in the ground shall be deducted from the periodic payments until final acceptance.

13.6.3. No periodic, Substantial Completion or final estimate or acceptance or payment thereof shall bar the **Contractor** from reserving all rights to dispute the quantity and amount of, or the failure of the **City** to approve a quantity and amount of, all or part of any Work item or extra Work item.

13.7. Final Payment.

13.7.1. After final inspection and after the **Contractor** has completed all the required corrections to the satisfaction of the **Design Professional** and the **City** and delivered in accordance with the Contract Documents all maintenance and operating instructions, schedules, guarantees, bonds, certificates, or other evidence of insurance, certificates of inspection, marked-up record documents, and all other documents called for in the Contract Documents, as well as any surplus materials requested by the **City,** the **Contractor** may make an application for final payment as provided below.

13.7.2. (*Reference:* M.G.L. c. 30, §39G;). Within thirty (30) days after receipt by the **City** of a notice from the **Contractor** stating that all of the Work required by the Contract has

been completed, the **City** shall prepare and forthwith send to the **Contractor** for acceptance a final estimate for the quantity and price of the Work done and all retainage on the Work less all payments made to date, unless the **City's** inspection shows that Work required by the Contract remains incomplete or unsatisfactory, or that documentation required by the Contract has not been completed.

13.7.3. The making and acceptance of final payment will constitute a waiver of all claims by the **Contractor** against the **City** other than those previously made in writing and still unsettled.

13.8. Payments to Subcontractors.

13.8.1. Neither the **City** nor the **Design Professional** shall have an obligation to pay or see to the payment of money to a Subcontractor, Sub-subcontractor, or Supplier except as may otherwise be required by law.

13.8.2. (*Reference:* M.G.L. c. 30, §39F;) (1)(a) Forthwith after the **Contractor** receives payment on account of a periodic estimate, the **Contractor** shall pay to each Subcontractor the amount paid for the labor performed and the materials furnished by that Subcontractor, less any amount specified in any court proceedings barring such payment and also less any amount claimed due from the Subcontractor by the **Contractor**.

(b) Not later than the sixty-fifth day after each Subcontractor substantially completes its Work in accordance with the Plans and Specifications, the entire balance due under the subcontract, less amounts retained by the **City** as the estimated cost of completing the incomplete and unsatisfactory items of Work, shall be due the Subcontractor; and the **City** shall pay that amount to the **Contractor**. The **Contractor** shall forthwith pay to the Subcontractor the full amount received from the **City** less any amount specified in any court proceeding barring such payment and also less any amount claimed due from the Subcontractor by the **Contractor**.

(c) Each payment made by the **City** to the **Contractor** pursuant to paragraphs (a) and (b) of M.G.L. c. 30, §39F(1);, for the labor performed and the materials furnished by a Subcontractor shall be made to the **Contractor** for the account of that Subcontractor; and the **City** shall take reasonable steps to compel the **Contractor** to make each such payment to each such Subcontractor. If the **City** has received a demand for direct payment from a Subcontractor for any amount which has already been included in a payment to the **Contractor** or which is to be include in a payment to the **Contractor** for payment to the Subcontractor as provided in paragraphs (a) and (b) of M.G.L. c. 30, §39F(1), the **City** shall act upon the demand as provided in M.G.L. c. 30, §39F.

(d) If, within seventy (70) days after the Subcontractor has substantially

completed the subcontract Work, the Subcontractor has not received from the **Contractor** the balance due under the subcontract including any amount due for extra labor and materials furnished to the **Contractor**, less any amount retained by the **City** as the estimated cost of completing the incomplete and unsatisfactory items of Work, the Subcontractor may demand direct payment of that balance from the **City**. The demand shall be by a sworn statement delivered to or sent by certified mail to the **City**, and a copy shall be delivered to or sent by certified mail to the **Contractor** at the same time. The demand shall contain a detailed breakdown of the balance due under the subcontract and also a statement of the status of completion of the subcontract Work. [The demand letter shall indicate the certified mail number assigned by the postal service or the date of delivery to the **Contractor**.] Any demand made after substantial completion of the subcontract Work shall be valid even if delivered or mailed prior to the seventieth day after the Subcontractor has substantially completed the subcontract Work. Within ten (10) days after the Subcontractor has delivered or so mailed the demand to the **City** and delivered or so mailed a copy to the **Contractor**, the **Contractor** may reply to the demand. The reply shall be by a sworn statement delivered to or sent by certified mail to the **City**, and a copy shall be delivered to or sent by certified mail to the Subcontractor at the same time. The reply shall contain a detailed breakdown of the balance due under the subcontract, including any amount due for extra labor and materials furnished to the **Contractor** and of the amount due for each claim made by the **Contractor** against the Subcontractor.

(e) Within fifteen (15) days after receipt of the demand by the **City**, but in no event prior to the seventieth day after substantial completion of the subcontract Work, the **City** shall make direct payment to the Subcontractor of the balance due under the subcontract, including any amount due for extra labor and materials furnished to the **Contractor**, less any amount (i) retained by the **City** as the estimated cost of completing the incomplete or unsatisfactory items of Work, (ii) specified in any court proceedings barring such payment, or (iii) disputed by the **Contractor** in the sworn reply; provided that the **City** shall not deduct from a direct payment any amount as provided in part (iii) if the reply is not sworn to or for which the sworn reply does not contain the detailed breakdown required by the previous paragraph. The **City** shall make further direct payments to the Subcontractor forthwith after the removal of the basis for deductions from direct payments made as provided in parts (i) and (ii) of this paragraph.

(f) The **City** shall forthwith deposit the amount deducted from a direct payment as provided in part (iii) of the previous paragraph in an interest-bearing joint account in the names of the **Contractor** and the Subcontractor in a bank in Massachusetts selected by the **City** or agreed upon by the **Contractor** and the Subcontractor and shall notify the **Contractor** and the Subcontractor of the date of the deposit and the bank receiving the deposit. The bank shall pay the amount in the account, including accrued interest, as provided in an agreement between the **Contractor** and the Subcontractor or as determined by decree of a court of competent jurisdiction.

(g) All direct payments and all deductions from demands for direct payments deposited in an interest-bearing account or accounts in a bank pursuant to the previous paragraph shall be made out of amounts payable to the **Contractor** at the time of receipt of a demand for direct payment from a Subcontractor and out of amounts which later become payable to the **Contractor** and in the order of receipt of such demands from Subcontractors. All direct payments shall discharge the obligation of the **City** to the **Contractor** to the extent of such payment.

(h) The **City** shall deduct from payments to a **Contractor** amounts that, together with the deposits in interest-bearing accounts pursuant to paragraph (f), are sufficient to satisfy all unpaid balances of demands for direct payment received from Subcontractors. All such amounts shall be earmarked for such direct payments, and the Subcontractors shall have a right in such deductions prior to any claims against such amounts by creditors of the **Contractor**.

(i) If the Subcontractor does not receive payment as provided in paragraph (a) or if the **Contractor** does not submit a periodic estimate for the value of the labor or materials performed or furnished by the Subcontractor and the Subcontractor does not receive payment for same when due less the deductions provided for in paragraph (a), the Subcontractor may demand direct payment by following the procedure in paragraph (d) and the **Contractor** may file a sworn reply as provided in that same paragraph. A demand made after the first day of the month following that for which the Subcontractor performed or furnished the labor and materials for which the Subcontractor seeks payment shall be valid even if delivered or mailed prior to the time payment was due on a periodic estimate from the **Contractor**. Thereafter the **City** shall proceed as provided in paragraphs (e), (f), (g), and (h). "Subcontractor" as used in this paragraph (1)(i) shall mean a person approved by the **City** in writing as a person performing labor or both performing labor and furnishing materials pursuant to a contract with the **Contractor**.

(2) Any assignment by a Subcontractor of the rights under this section to a surety company furnishing a bond under the provisions of M.G.L. c. 149, §29; shall be invalid. The assignment and subrogation rights of the surety to amounts included in a demand for direct payment which are in the possession of the **City** or which are on deposit pursuant to paragraph (g) shall be subordinate to the rights of all Subcontractors who are entitled to be paid under this section and who have not been paid in full.

(3) A **Contractor** or a Subcontractor shall enforce a claim to any portion of the amount of a demand for direct payment deposited as provided in herein by a petition in equity in the superior court against the other and the bank shall not be a necessary party. A Subcontractor shall enforce a claim for direct payment or a right to require a deposit as provided in paragraph (f) by a petition in equity in the superior court against the **City** and the **Contractor** shall not be a necessary party. Upon motion of any party

the court shall advance for speedy trial any petition filed as provided in this paragraph. M.G.L. c. 231, §§59 and 59B shall apply to such petitions. The court shall enter an interlocutory decree upon which execution shall issue for any part of a claim found due pursuant to §§59 and 59B and, upon motion of any party, shall advance for speedy trial the petition to collect the remainder of the claim. Any party aggrieved by such interlocutory decree shall have the right to appeal therefrom as from a final decree. The court shall not consolidate for trial the petition of any Subcontractor with the petition of one or more Subcontractors or the same general contract unless the court finds that a substantial portion of the evidence of the same events during the course of construction (other that the fact that the claims sought to be consolidated arise under the same general contract) is applicable to the petitions sought to be consolidated and that such consolidation will present unnecessary duplication of evidence. A decree in any such proceeding shall not include interest on the disputed amount deposited in excess of the interest earned for the period of any such deposit. No person except a Subcontractor filing a demand for direct payment for which no funds due the **Contractor** are available for direct payment shall have a right to file a petition in court of equity against the **City** claiming a demand for direct payment is premature, and such Subcontractor must file the petition before the **City** has made a direct payment to the Subcontractor and has made a deposit of the disputed portion as provided in part (iii) of paragraph (e) and in paragraph (f).

(4) In any petition to collect any claim for which a Subcontractor has filed a demand for direct payment the court shall, upon motion of the **Contractor**, reduce by the amount of any deposit of a disputed amount by the **City** as provided in part (iii) of paragraph (e) and in paragraph (f) any amount held under a trustee writ or pursuant to a restraining order or injunction.

ARTICLE 14: SUBSTANTIAL COMPLETION

14.1. Substantial Completion.

14.1.1. Upon Substantial Completion of the Work, the **Contractor** shall present in writing to the **City** its certification that the Work has been substantially completed and include in its certification (1) a list of items to be completed or corrected, (2) all special warranties required by the Contract Documents, endorsed by the **Contractor** and in a form reasonably acceptable to the **Design Professional** and (3) the permits and certificates referred to in 13.7.1., or elsewhere. The failure to include any item on the list mentioned in the preceding sentence does not alter the responsibility of the **Contractor** to complete all Work in accordance with the Contract Documents. When the **Design Professional** on the basis of an inspection determines that the Work or designed portion thereof is substantially complete and the other conditions have been met, the **Design Professional** will then prepare a certificate of Substantial Completion which shall establish the date of Substantial Completion, shall state the responsibilities of the **City** and the **Contractor** for security, maintenance, heat, utilities, damage to the Work, and insurance, and shall fix the time within which the **Contractor** shall complete the items listed therein. The certificate of Substantial Completion shall be submitted to the **City** and the **Contractor** for their

written acceptance of the responsibilities assigned to them in such certificate.

14.1.2. Within twenty-one (21) days after receipt of the certification from the **Contractor**, the **City** shall present to the **Contractor** either a written declaration that the Work has been substantially completed or an itemized list of incomplete or unsatisfactory work items required by the Contract sufficient to demonstrate that the Work has not been substantially completed. The **City** may include with such list a notice setting forth a reasonable time within which the **Contractor** must achieve Substantial Completion of the Work. If the **City** fails to respond, by presentation of a written declaration or itemized list as aforesaid, to the **Contractor's** certification within the twenty-one (21) day period, the **Contractor's** certification shall take effect as the **City's** declaration that the Work has been substantially completed.

14.2. Partial Use or Occupancy of the Premises.

14.2.1. The **City** may occupy or use any completed or partially completed portion of the Work at any stage. Such partial occupancy or use may begin whether or not the portion is substantially complete, provided that the respective responsibilities of the **City** and the **Contractor** with respect to payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work, insurance, correction of the Work, and warranties shall be established by agreement of the **City** and the **Contractor** or, absent such agreement, shall be determined by the **Design Professional** subject to the right of either party to contest such determination as provided in Article 16.

14.2.2. Immediately prior to such partial occupancy or use, the **City**, the **Contractor** and the **Design Professional** shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

14.2.3. Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

14.2.4. (*Reference:* M.G.L. c. 30, §39G;). Within sixty-five (65) days after the effective date of a declaration of Substantial Completion, the **City** shall prepare and send to the **Contractor** for acceptance a Substantial Completion estimate for the quantity and price of the Work done and all but one percent (1%) retainage on that Work, including the quantity, price and all but one percent (1%) retainage for the undisputed part of each item and extra work item in dispute, but excluding the disputed part thereof, less the estimated cost of completing all incomplete and unsatisfactory items and less the total periodic payments made to date for the Work. The **City** shall also deduct from the Substantial Completion estimate an amount equal to the sum of all demands for direct payment filed by Subcontractors and not yet paid to Subcontractors or deposited in joint accounts pursuant to M.G.L. c. 30, §39F.

14.2.5. (*Reference:* M.G.L. c. 30, §39G). If the **City** fails to prepare and send to the **Contractor** any Substantial Completion estimate required by the provisions herein on or before

the date specified, the **City** shall pay to the **Contractor** interest on the amount which would have been due to the **Contractor** pursuant to such Substantial Completion estimate at the rate of three (3) percentage points above the rediscount rate then charged by the Federal Reserve Bank of Boston from such date to the date on which the **City** sends that Substantial Completion estimate to the **Contractor** for acceptance or to the date of payment therefor, whichever occurs first. The **City** shall include the amount of such interest in the Substantial Completion estimate.

14.2.6. (*Reference:* M.G.L. c. 30, §39G). Within fifteen (15) days after the effective date of the declaration of Substantial Completion, the **City** shall send to the **Contractor** by certified mail, return receipt requested, a complete list of all incomplete or unsatisfactory items, and unless delayed by causes beyond its control, the **Contractor** shall complete all such items within forty-five (45) days after the receipt of such list or before the date for final payment and acceptance, whichever is later. If the **Contractor** fails to complete such Work within such time, the **City** may, subsequent to seven (7) days' written notice to the **Contractor** by certified mail, return receipt requested, terminate the Contract and complete the incomplete or unsatisfactory items and charge the cost of same to the **Contractor**.

14.3. Final Inspection.

14.3.1. Upon written notice from the **Contractor** that the entire Work or an agreed portion thereof is complete, the **Design Professional** will make a final inspection with the **City** and the **Contractor** and will notify the **Contractor** in writing of all particulars which this inspection reveals that the Work is incomplete or defective. The **Contractor** shall immediately take such measures as are necessary to complete such Work or remedy such deficiencies.

ARTICLE 15: GUARANTEES AND WARRANTIES

15.1. In General.

15.1.1. All guarantees and warranties specifically called for by the Specifications shall expressly run to the benefit of the **City**.

15.2. Warranties.

15.2.1. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof, unless otherwise provided in the certificate of Substantial Completion.

15.2.2. The **Contractor** warrants that the materials and equipment furnished under the Contract will be new and of recent manufacture unless otherwise specified, and that all Work will be of good quality, free from faults and defects, and in conformance with the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The **Contractor's** warranty excludes remedy for damage or defect caused by abuse, Modifications not executed by the **Contractor**, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. If required by the **Design Professional**, the **Contractor** shall furnish satisfactory

evidence as to the kind and quality of material and equipment.

15.2.3. The **Contractor** warrants that title to all Work covered by an application for payment will pass to the **City** either by incorporation in the construction or upon the receipt of payment by the **Contractor**, whichever occurs first, free and clear of all liens. The **Contractor** further agrees that the submission of any application for payment shall conclusively be deemed to waive all liens with respect to said Work to which the **Contractor** may then be entitled, provided that such waiver of the lien rights shall not waive the **Contractor's** right to payment for such Work.

15.2.4. The **Contractor** warrants and guarantees that title to all Work, materials, and equipment covered by any application for payment, whether incorporated in the Project or not, will pass to the **City** no later than the time of payment free and clear of all liens.

15.2.5. No materials or supplies for the Work shall be purchased by the **Contractor** or Subcontractor subject to any chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller. The **Contractor** warrants that it has good title to all materials and supplies used by it in the Work, free from all liens.

15.2.6. The **Contractor** shall indemnify and hold the **City** harmless from all claims growing out of the lawful demands of Subcontractors, laborers, workers, mechanics, material persons, and furnishers of machinery and parts thereof, equipment, power tools, and all supplies, including commissary, incurred in the furtherance of the performance of this Contract. The **Contractor** shall at the **City's** request, furnish satisfactory evidence that all obligations of the nature hereinabove designated have been paid, discharged, or waived. If the **Contractor** fails to do so, then the **City** may, after having served written notice on the **Contractor** either pay unpaid bills, of which the **City** has written notice, direct, or withhold from the **Contractor's** unpaid compensation a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged whereupon payment to the **Contractor** shall be resumed, in accordance with the terms of this

Contract, but in no event shall the provisions of this sentence be construed to impose any obligations on the **City** to either the **Contractor** or its surety. In paying any unpaid bills of the **Contractor**, the **City** shall be deemed the agent of the **Contractor** and any payment so made by the **City** shall be considered as payment made under the Contract by the **City** to the **Contractor** and the **City** shall not be liable to the **Contractor** for any such payment made in good faith.

15.3. Extended Warranties and Guarantees.

15.3.1. Any defective Work that is either corrected or replaced will be warranted and guaranteed for a period of three (3) years from the date of such correction or replacement.

ARTICLE 16: CLAIMS

16.1. In General.

16.1.1. Written Notice. A Claim must be made by written notice to the other party.

16.1.2. Content of Notice. The notice must include all written supporting data.

16.1.3. Burden of Proof. The party making the Claim must substantiate the Claim.

16.2. Time Limits on Claims.

16.2.1. Unless otherwise provided, all Claims must be made within twenty-one (21) days after the occurrence of the event giving rise to such Claim or within twenty-one (21) days after the claimant first recognizes the condition giving rise to the Claim, whichever is later. Any change or addition to a previously made Claim shall be made by a written notice within the twenty-one-day period in order to be valid.

16.3. Continuing Contract Performance.

16.3.1. Pending final resolution of a Claim including arbitration, unless otherwise agreed in writing, the **Contractor** shall proceed diligently with performance of the Contract and the **City** shall continue to make payments in accordance with the Contract Documents.

16.4. Types of Claims.

16.4.1. Claims for Differing Subsurface or Latent Physical Conditions. (*Reference:* M.G.L. c. 30, §39N;). If, during the progress of the Work, the **Contractor** or the **City** discovers that the actual subsurface or latent physical conditions encountered at the Site differ substantially or materially from those shown on the Plans or indicated in the Contract Documents, either the **Contractor** or the **City** may request an equitable adjustment in the Contract Sum of the Contract applying to Work affected by the differing Site conditions. A request for such an adjustment shall be in writing and shall be delivered by the party making such claim to the other party as soon as possible after such conditions are discovered. Upon receipt of such a claim from a **Contractor**, or upon its own initiative, the **City** shall make an investigation of such physical conditions, and if they differ substantially or materially from those shown on the Plans or indicated in the Contract Documents or from those ordinarily encountered and generally recognized as inherent in Work of the character provided for in the Plans and Contract Documents and are of such a nature as to cause an increase or decrease in the cost of performance of the Work or a change in the construction methods required for the performance of the Work which results in an increase or decrease in the cost of the Work, the **City** shall make an equitable adjustment in the Contract Sum and the Contract shall be modified in writing accordingly.

16.4.2. Claims for Additional Cost. If the **Contractor** claims that any acts or omissions of the **City** or the **Design Professional**, including any instructions or orders, whether oral, written, by drawings, or otherwise, involve extra cost or time, and the **Contractor** has not received a written acknowledgment by the **City** or the **Design Professional** that extra payment will be made or time extended on account thereof, the **Contractor** shall promptly so notify the

Design Professional in writing of such Claim and shall proceed with the Work relating to such Claim and all rights of both parties with respect to such Claim shall be deemed to have been reserved. No Claim by the **Contractor** on account of such acts, omissions, instructions, or orders shall be valid unless the **Contractor** has so notified the **Design Professional** before proceeding.

16.4.2.1. Under no circumstances shall a Claim be made for additional cost where adverse weather conditions are the basis for the Claim.

16.4.3. Claims for Additional Time. If the **Contractor** wishes to make a Claim for an increase in the Contract Time, written notice as provided herein shall be given. The **Contractor** shall have the burden of demonstrating the effect of the claimed delay on the Contract Time and shall furnish the **Design Professional** with such documentation relating thereto as the **Design Professional** may reasonably require. Under no circumstances shall the **Contractor** make a Claim for an increase in the Contract Time due to a change in the **Contractor's** early completion date. If the increase in the Contract Time extends beyond the Contract Time established by the **City**, only the time that so extends beyond the Contract Time shall be reviewed and considered. In the case of a continuing delay, only one Claim is necessary.

16.4.3.1. Under no circumstances shall a Claim be made for additional time where adverse weather conditions are the basis for the Claim.

16.4.4. Claims for Injury to Person or Damage to Property. Should either party to the Contract suffer injury to person or damage to property because of any error, omission, or act of the other party or of any of the other party's employees or agents or others for whose acts the other party is legally liable, a Claim will be made in writing to the other party within twenty-one (21) days of the occurrence of the act giving rise to the injury or damage.

16.5. Review of Claims.

16.5.1. Initial Referral. All Claims, the bases of which arise prior to final payment or the earlier termination of the Contract, shall be referred initially to the **Design Professional** for action as provided herein.

16.5.2. Time Period and Action. The **Design Professional** shall review Claims and shall do one of the following within fourteen (14) days of receipt of the Claim:

16.5.2.1. defer any action with respect to all or any part of a Claim for the purpose of requesting and receiving additional information from either party;

16.5.2.2. decline in writing to render a decision for any reason which it deems appropriate (including, but not limited to, the fact that the Claim involves allegations of fault on the part of the **Design Professional**); or

16.5.2.3. render a decision on all or a part of the Claim.

16.5.3. If the **Design Professional** requests additional information, the **Design Professional** shall take action with respect to the Claim no later than fourteen (14) days after receipt of the additional information. The **Design Professional** shall notify the parties in writing of its disposition of such Claim. If the **Design Professional** renders a decision or declines to render a decision, either party may proceed in accordance with paragraph 16.7.

16.6. Decisions.

16.6.1. Decisions by the City or the Design Professional. (*Reference:* M.G.L. c. 30, §39P;). In every case in which this Contract requires the **City**, any official, or its **Design Professional** to make a decision on interpretation of the Specifications, approval of equipment, material or any other approval, or progress of the Work, the decision shall be made promptly and, in any event, no later than fourteen (14) days after the written submission for decision; but if such decision requires extended investigation and study, the **City**, the official, or the **Design Professional** shall, within fourteen (14) days after the receipt of the submission, give the party making the submission written notice of the reasons why the decision cannot be made within the thirty-day period and the date by which the decision will be made.

16.6.2. When Decision of the Design Professional is Final and Binding. The decision of the **Design Professional** shall be final and binding on the parties, unless a party files suit or a demand for arbitration within thirty (30) days after the date of the decision.

16.6.3. When Decision of the Design Professional is Not Final and Binding. (*Reference:* M.G.L. c. 30, §39J). Notwithstanding any contrary provision of this Contract, no decision by the **City** or by the **Design Professional** on a dispute, whether of fact or of law, arising under said Contract shall be final or conclusive if such decision is made in bad faith, fraudulently, capriciously, arbitrarily, is unsupported by substantial evidence, or is based upon error of law.

16.6.4. Resolved Claims. If a Claim is resolved, the **Design Professional** shall obtain or prepare the appropriate documentation and provide the **City** and the **Contractor** with a copy of same.

16.7. Arbitration.

16.7.1. Controversies and Claims Subject to Arbitration. Any controversy or Claim arising out of or related to the Contract, or the breach thereof, shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator or arbitrators may be entered in any court having jurisdiction thereof, except controversies or Claims relating to aesthetic effect, subject to the provisions of paragraph 16.7.7. In any such arbitration in which the amount stated in the demand is $100,000 or less, the American Arbitration Association shall

appoint a single arbitrator in accordance with such Rules, who shall be a lawyer. In any such arbitration in which the amount stated in the demand is in excess of $100,000, the demand shall include the name of an arbitrator appointed by the claimant. The respondent shall appoint a second arbitrator and shall notify the claimant in writing of such appointment within thirty (30) days of receipt of the demand, failing which the matter shall be decided by the arbitrator named in the claimant's demand. Within thirty (30) days after the claimant's receipt of notice of the appointment of the second arbitrator, the two arbitrators shall appoint a neutral arbitrator and shall notify the parties in writing of such appointment, failing which either party may apply to the American Arbitration Association to appoint such neutral arbitrator. If such neutral arbitrator is appointed by the American Arbitration Association, he or she shall be a lawyer.

16.7.2. Rules for Arbitration. If the neutral arbitrator is appointed by the American Arbitration Association, the said Association shall administer the arbitration and its Construction Industry Arbitration Rules shall govern all aspects of the proceeding including the enforcement of any award. If the neutral arbitrator is not appointed by the American Arbitration Association, then the panel of arbitrators shall act as the administrator of the arbitration but the Construction Industry Arbitration Rules of the Association shall nonetheless govern all aspects of the proceeding, including the enforcement of any award, provided however that the arbitration panel shall have all of the powers and duties conferred on the Association pursuant to said rules. In addition, the following rules shall govern the selection of arbitrators and the proceedings:

16.7.2.1. Neither party may appoint as arbitrator an employee or an owner of that party, nor the parent, spouse, or child of an employee or owner of that party.

16.7.2.2. After the neutral arbitrator has been appointed, neither party may engage in *ex parte* communication with any arbitrator.

16.7.3. When Arbitration May Be Demanded. Demand for arbitration of any Claim, the basis of which arises prior to final payment or the earlier termination of the Contract may not be made before the earlier of (1) the date on which the **Design Professional** has rendered a written decision on the Claim or has notified the parties in writing that such decision will not be rendered or (2) forty-five (45) days following receipt by the **Design Professional** of a written request for a decision sent by registered or certified mail to both the **Design Professional** and the other party to this Contract.

16.7.3.1. In no event shall a demand for arbitration be made after the date when the institution of legal or equitable proceedings based on such Claim would be barred by the applicable statute of limitations.

16.7.4. Limitation on Consolidation or Joinder. No arbitration arising out of or relating to the Contract Documents shall include, by consolidation or joinder or in any other manner, the **Design Professional**, the **Design Professional's** employees or consultants, except by written consent containing specific reference to the Contract and signed by the **Design**

Professional, the **City**, the **Contractor,** and any other person or entity sought to be joined. No arbitration shall include, by consolidation or joinder or in any other manner, parties other than the **City**, the **Contractor**, a separate contractor, and other persons substantially involved in a common question of fact or law whose presence is required if complete relief is to be accorded in arbitration. No person or entity other than the **City**, the **Contractor,** or a separate contractor shall be included as an original third party or additional third party to an arbitration whose interest or responsibility is insubstantial. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of a dispute not described therein or with a person or entity so named or described herein. The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Contract shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

16.7.5. Claims and Timely Assertion of Claims. A party who files a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded. When a party fails to include a Claim through oversight, inadvertence, or excusable neglect, or when a Claim has matured or been acquired subsequently, the arbitrator or arbitrators may permit amendment.

16.7.6. Award Final. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

16.7.7. The City's Reservation of Rights. Notwithstanding any provision contained in this Article 16 or elsewhere in the Contract Documents, the **City** reserves the following rights in connection with Claims between the **City** and the **Contractor**, which rights may be exercised by the **City** unilaterally, in the **City's** sole discretion, and without the consent of the **Contractor**:

16.7.7.1. the right to institute legal action against the **Contractor** in any court of competent jurisdiction in lieu of demanding arbitration, in which case the dispute or disputes which are the subject of such action shall be decided by such court, and not by arbitration;

16.7.7.2. the right to obtain from any court of competent jurisdiction a stay of any arbitration instituted by the **Contractor**, provided that the application for such stay is made before the appointment of the neutral arbitrator in such arbitration, in which case the dispute or disputes which are the subject of such arbitration shall be decided by such court and not by arbitration;

16.7.7.3. the right to require the **Contractor** to join as a party in any arbitration between the **City** and the **Design Professional** relating to the Project, in which case the **Contractor** agrees to be bound by the decision of the arbitrator or arbitrators in such arbitration.

16.7.8. In case the **City** elects to proceed in accordance with 16.7.7.1. or 16.7.7.2. above, the word "litigation" shall be deemed to replace the word "arbitration" wherever the latter word appears in the Contract Documents.

ARTICLE 17: EMERGENCIES

17.1. In an emergency affecting the health and safety of persons or property, the **Contractor** shall act to prevent threatened damage, injury, or loss.

17.2. In emergencies affecting the health, safety, or protection of persons, the Work or property at the Site or adjacent thereto, the **Contractor**, without special instruction or authorization from the **City** or the **Design Professional**, is obligated to act to prevent threatened damage, injury, or loss. The **Contractor** shall give the **Design Professional** prompt written notice if the **Contractor** believes that any significant changes in the Work or variations from the Contract Documents have been caused thereby. If the **Design Professional** determines that a change in the Contract Documents is required because of the action taken by the **Contractor** in response to such an emergency, a **Construction Change** Directive or Change Order will be issued to document the consequences of such action.

ARTICLE 18: TERMINATION OR SUSPENSION OF THE CONTRACT

18.1. Suspension by the City.

18.1.1. At any time and without cause, the **City** may suspend the Work or any portion thereof for a period of not more than ninety (90) days by notice in writing to the **Contractor** and the **Design Professional** that will fix the date on which Work will be resumed. The **Contractor** shall resume Work on the date so fixed. The **Contractor** shall be allowed an adjustment in the Contract Sum or an extension of the Contract Time, or both, directly attributable to any such suspension if the **Contractor** makes an approved Claim therefor.

18.1.2. If the Work is defective, if the **Contractor** fails to provide a sufficient number of skilled workers or suitable materials or equipment, or if the **Contractor** defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven-day period after receipt of written notice from the **City** to begin and prosecute correction of such default or neglect with diligence and promptness, the **City** may correct such deficiencies, without prejudice to other remedies the **City** may have. In such case, an appropriate **Construction Change** Directive shall be issued deducting from payments then or thereafter due to the **Contractor** the cost of correcting such deficiencies including compensation for the **Design Professional's** additional services and expenses made necessary by such default, neglect, or failure and any and all direct, indirect, or consequential costs associated with the order to stop the Work. If such payments then or thereafter due the **Contractor** are not sufficient to cover such amounts, the **Contractor** shall immediately pay the difference to the **City**. The **Contractor** shall remain responsible for maintaining progress and shall not be entitled to any increase in the Contract Time or the Contract Sum.

18.2. Termination by the Contractor.

18.2.1. If, through no act or fault of the **Contractor**, a Subcontractor, or a Sub-subcontractor, the Work is suspended for a period of more than ninety (90) days by the **City**, or under an order of court or other public authority, or the **Design Professional** fails to act on any application for payment within thirty (30) days after it is submitted in proper form and content or the **City** fails for thirty (30) days to pay the **Contractor** any sum finally determined to be due, then the **Contractor** may terminate the Contract upon seven (7) days' written notice to the **City**, provided that the **City** does not remedy such suspension or failure within that time.

18.3. Termination by the City.

18.3.1. If the **Contractor** is adjudged a bankrupt, or if the **Contractor** makes a general assignment for the benefit of the **Contractor's** creditors, or if a receiver is appointed on account of the **Contractor's** insolvency, or if the **Contractor** persistently or repeatedly refuses or fails, except in cases for which extension of time is provided, to supply enough properly skilled workers or proper materials, or if the **Contractor** fails to make prompt payment to Subcontractors or for materials or labor, or persistently disregards laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction or disregards an instruction, order, or decision of the **Design Professional**, or otherwise is guilty of substantial violation of any provision of the Contract, then the **Contractor** shall be in default, and the **City** may, without prejudice to any other right or remedy and upon written notice to the **Contractor**, take possession of all materials, tools, appliances, equipment, construction equipment and machinery and vehicles, offices and other facilities on the Project Site, and all materials intended for the Work, wherever stored, and, seven (7) days after such notice, may terminate the employment of the **Contractor**, accept assignment of any or all subcontracts pursuant to Paragraph __, and finish the Work by whatever method the **City** may deem expedient. The **City** shall be entitled to collect from the **Contractor** all direct, indirect, and consequential damages suffered by the **City** on account of the **Contractor's** default, including without limitation additional services and expenses of the **Design Professional** made necessary thereby. The **City** shall be entitled to hold all amounts due to the **Contractor** at the date of termination until all of the **City's** damages have been established, and to apply such amounts to such damages.

18.3.2. (*Reference:* Somerville Municipal Code Chapter 2.117, Section 2.117.110C). In the event the **Contractor** or any of its agents or employees violates any provision of Somerville Municipal Code Chapter 2.117 that is applicable to **City** contractors in connection with the awarding, administration, or performance of the Contract, the **City** may terminate the Contract.

ARTICLE 19: AMERICANS WITH DISABILITIES ACT; (42 U.S. 12131)

19.1. On July 26, 1994, the Americans with Disabilities Act ("the Act") became effective for employers of fifteen or more employees.

19.2. The Act protects against discrimination of the basis of "disability," which is defined as a physical or mental impairment that substantially limits at least one "major life activity;" or

discrimination against an individual who has a record of such impairment; or discrimination against an individual being regarded - even if inaccurately - as having such impairment. The Act also expressly prohibits job discrimination that is based on any individual's relationship or association with a disabled person.

19.3. If the **Contractor** is subject to the Act, it must comply with its provisions.

ARTICLE 20: WRITTEN NOTICE TO THE PARTIES

20.1. In General.

20.1.1. All written communications from the **Design Professional** to the **Contractor** shall be copied to the **City**. All written communications from the **Contractor** to the **Design Professional** shall be copied to the **City**. All written communications from the **Contractor** to the **City** shall be copied to the **Design Professional**.

20.2. Addresses.

20.2.1. To the City. Written notice to the **City** shall be sent or hand-delivered to:

Purchasing Director
City of Somerville
93 Highland Avenue
Somerville, MA 02143

City Solicitor
Law Department
93 Highland Avenue
Somerville, MA 02143

Executive Director
Office of Strategic Planning & Community Development 93 Highland Avenue
Somerville, MA 02143

20.2.2. To the Contractor. Both the address given on the bid form upon which the Agreement is founded and the **Contractor's** office at or near the Site of the Work are hereby designated as places to either of which notices, letters, and other communications to the **Contractor** shall be certified, mailed, or delivered. Delivery of any notice, letter, or other communication to the **Contractor** at or depositing same in a postpaid wrapper directed to either place shall be deemed sufficient service thereof upon the **Contractor**. Written notice shall be deemed to have been duly served on the **Contractor** if it is sent or hand-delivered to any member or officer of the **Contractor**. The date of said service shall be the date of such delivery or mailing. The address may be changed at any time by an instrument in writing, executed and acknowledged by the **Contractor** and delivered to the **City** and to the **Design Professional**. Nothing herein contained shall be deemed to preclude or render inoperative the service of any

notice, letter. or other communication upon the **Contractor** personally. Moreover, any notice, letter, or other communication required under the Contract may be served on the **Contractor's** representative at job meetings. The **Contractor** shall provide the **City** with its change of address seven (7) days prior to its effective date.

20.2.3. To the Design Professional. Written notice to the **Design Professional** shall be sent or hand-delivered to the address appearing on the Project Manual. Written notice shall be deemed to have been duly served on the **Design Professional** if it is sent or hand-delivered to any member or officer of the **Design Professional**.

ARTICLE 21: MISCELLANEOUS PROVISIONS

21.1. Governing Law.

21.1.1. This Contract shall be governed by the laws of the Commonwealth of Massachusetts.

21.2. Venue.

21.2.1. Venue for any court action or proceeding shall be Middlesex County in the Commonwealth of Massachusetts only. The **Contractor**, all Subcontractors, and Suppliers waive any and all jurisdictional and venue defenses.

21.3. Successors and Assigns.

21.3.1. The **Contractor** shall not assign, in whole or in part, its rights and obligations under the Contract Documents without prior written consent of the **City**. An assignment without the prior written consent of the **City** shall not relieve the **Contractor** of its obligations thereunder.

21.3.2. The **City** and the **Contractor** respectively bind themselves, their partners, successors, assigns, and legal representatives to the other party hereto and to partners, successors, assigns, and legal representatives of such other party in respect to covenants, agreements, and obligations contained in the Contract Documents.

21.4. Statutory Limitation Period.

21.4.1. It is expressly agreed that the obligations of the **Contractor** hereunder arise out of contractual duties, and that the failure of the **Contractor** to comply with the requirements of the Contract Documents shall constitute a breach of contract, not a tort, for the purpose of applicable statutes of limitations and repose. Any cause of action which the **City** may have on account of such failure shall be deemed to accrue only when the **City** has obtained actual knowledge of such failure, not before.

21.5. Rights and Remedies.

21.5.1. Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

21.5.2. No action or failure to act by the **City**, the **Design Professional,** or the **Contractor** shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

PART 2 - SAMPLE CONSTRUCTION CONTRACT

IMPORTANT INFORMATION REGARDING CERTIFICATE OF GOOD STANDING

- Sample Contract
- Certificate of Authority
- Appendix A – Scope of Work (including Technical Specifications)
- Appendix B – Contractor's Bid Price; Form for General Bid (From Bid Book)
- Appendix C – General Terms and Conditions
- Appendix D – Insurance Requirements
- Appendix E – Wage Rates and Living Wage (From Bid Book)
- Appendix F – Certificate of Good Standing (for corporations; from Bid Book)
- Appendix G – Procurement documentation (Advertisements and Notice to Bidders)
- Appendix H – Statement of Management
- Appendix I – Performance Bond and Payment Bond, if contract over $2000

S A M P L E C O N T R A C T

CONTRACT NUMBER

A-
PURCHASE ORDER # AND AMOUNT

BID NUMBER

OSPCD
ISSUING DEPARTMENT

FUNDING DEPARTMENT (Division)

CONTRACT PERIOD

CITY OF SOMERVILLE
MAYOR'S OFFICE OF STRATEGIC PLANNING AND COMMUNITY DEVELOPMENT

PUBLIC CONSTRUCTION CONTRACT

FOR: ADA Signage Upgrade Installation

CONTRACTOR: Vendor
Address
Town Name, MA

ACCORDING TO SPECIFICATIONS CONTAINED HEREIN

CITY OF SOMERVILLE
OWNER-CONTRACTOR PUBLIC CONSTRUCTION AGREEMENT

AGREEMENT made this --- day of _____, by and between the City of Somerville, a Massachusetts municipal corporation, acting by and through its Purchasing Department, with a usual address of 93 Highland Ave., Somerville, MA 02143 ("City", "Owner" or "Awarding Authority") and the following General Contractor ("Contractor" or "General Contractor"):

GENERAL CONTRACTOR:
Name:
Address:
Telephone: Fax:
E-Mail:

PROJECT: ADA Ramps (12) at Four Locations

The work consists of the construction of twelve (12) Wheelchair Ramps to Massachusetts Architectural Access Board (AAB) standards (521 MR 21.00, effective January 27, 2006); hiring a design professional to verify that all AAB requirements have been fulfilled; and resetting crosswalk signs. Substantial completion of work shall be by September 1, 2009.

PROJECT MANAGER:
Name: Luisa Oliveira
Address: City Hall, 3rd floor, 93 Highland Avenue, Somerville, MA 02143
Telephone: 617-625-6600, x.2529 Fax: 617-625-0722
E-Mail**:** afranzen@somervillema.gov

DESIGN PROFESSIONAL:
Name: **Leonard Design Associates**
Address: **95 Ronald Road**
Arlington, MA 02474

Contact: Andrew Leonard
Phone: 781-641-0750
aleonard@leonarddesign.info

Profession: Architect [ ] Landscape Architect [X] Engineeer [ ]

FUNDING SOURCE: Federal [ ] State [ ] City [X]

THIS CONTRACT IS A:

X Public Works Contract estimated to cost more than $10,000 subject to

the bidding requirements of G.L. c. 30, § 39M

__ Public Building Contract estimated to cost under $10,000, subject to the price quote requirements of G.L. c. 149 §44A (2)(A)

__ Public Building Contract estimated to cost more than $10,000 but less than $25,000, subject to the written response requirements of G.L. c. 149, §44A(2)(B) of the General Laws

__ Public Building Contract estimated to cost more than $25,000 but less than $100,000, subject to the bidding requirements of G.L. c. 149, §44A(2)(C) and G.L. c. 30, § 39M

__ Public Building Contract estimated to cost more than $100,000, subject to the bidding requirements of G.L. c. 149, §44A(D).

Section 1: CONTRACT DOCUMENTS/APPENDICES

The Contract Documents consist of this Agreement; the notice of award of the Contract; the Notice to Proceed; the entire Project Manual; Change Orders; Construction Change Directives; the Contractor's Bid and all accompanying documents; and the Design Professional's written interpretations and clarifications issued on or after the issuance of the Notice to Proceed. Shop Drawing submittals and reports or drawings utilized by the Design Professional in preparing the Contract Documents are not Contract Documents.

The following Appendices are hereby incorporated by reference as part of this Agreement.

X Certificate of Authority

* Appendix A - Scope of Services - Misc. Bid Documents: includes a brief description of the Project, the Plans and Technical Specifications (Plans on File) and Addenda issued during the bid process

X Appendix B - Contractor's Bid Price; Form for General Bid

X** Appendix C - General Conditions

X** Appendix D - Insurance Requirements with Contractor's Insurance Certificate(s)

X Appendix E - Wage Rates; Living Wage

X Appendix F - Certificate of Good Standing (for corporations)

X Appendix G - Procurement Documentation (includes Advertisement; Notice to Bidders)

X Appendix H - Statement of Management (over $100,000)

X Appendix I - Performance Bond and Payment Bond, if contract is over $2,000

_X_ Appendix J - Section 3 Requirements

_X_ Appendix K – Laws Applicable to Federally Funded Contracts

X = Attached
* = Included in the Project Manual and incorporated herein by reference
** = Attached and also duplicated in the Project Manual

Section 2: THE CONTRACTOR'S WORK.

The Contractor's "Work" refers to the services and the entire completed construction or the various separately identifiable parts thereof required by the Contract Documents, including all labor, materials, and equipment furnished, furnished and incorporated into the Project, or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

Section 3: PROJECT DATES.

(a) Contract Period: The Contract shall begin on September 1, 2014 and end on June 1, 2015.

(b) Date of Commencement of Work: The Date of Commencement of the Work shall be stipulated by a written Notice to Proceed given by the City to the Contractor.

(c) Date of Substantial Completion: The Contractor shall achieve Substantial Completion of the Work on or before _____ or --- calendar days after the Date of Commencement of the Work, time being of the essence. Substantial Completion means that the Work has been completed and the Site or the facility is opened for full and intended public use, except for minor incomplete or unsatisfactory items that do not materially impair the usefulness of the Work. The Design Professional shall decide what constitutes "minor," "incomplete," "unsatisfactory," and "materially" and the Design Professional's decision shall be final.

(d) Date of Final Completion:
The Date of Final Completion shall be _____.

Section 4. CONTRACT SUM/LIQUIDATED DAMAGES

(a) Contract Sum: The Contract Sum shall be $_____ .

(b) Liquidated Damages: The Contractor and the City agree to a Liquidated Damages sum of $250.00 per calendar day.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the City and the Contractor have executed this Contract as a sealed instrument as of the date first written above.

CITY OF SOMERVILLE

I hereby certify that an unencumbered balance of $_____ is available for this Contract and I further certify that the sum of $_____ is hereby encumbered against the appropriate account for the purposes of this contract.

_____
Edward Bean, City Auditor

_____
Joseph A. Curtatone
Mayor

_____
Michael F. Glavin, OSPCD
Executive Director

_____
Angela M. Allen, Purchasing Director

Approved as to form:

_____
Francis X. Wright, Jr., City Solicitor

VENDOR:

_____
Signature of Authorized Agent of Vendor

Printed Name: _____
Title: _____

Vendor Address:_____
_____

Federal Tax ID: #_____

FOR CORPORATIONS ONLY:

_____
Clerk's Signature

_____
Clerk's Name

SAMPLE CERTIFICATE OF AUTHORITY

____, 2014.
(Contract Date)

At a meeting of the directors of _____ duly
(Name of Corporation)
called and held at _____on _____, 2010.
(Address) (Date)

which a quorum was present and acting, it was voted that _____
(Name)

the _____ of this corporation is hereby authorized and empowered to
(Office)

make, enter into, sign, seal and deliver on behalf of this corporation a contract for

_____with the City of Somerville, Mayor's (Describe Service)

Office of Strategic Planning and Community Development. I do hereby certify that the above is a true and correct copy of the record that said vote has not been amended or repealed and is in full force and in effect at of this date, and that _____ is duly elected
(Name)

_____of this corporation.
(Office)

_____
(Clerk) (Secretary) of the Corporation

Attest:

(Affix Corporation Seal Here)

APPENDIX A
Scope of Services – Miscellaneous Bid Documents

Includes a brief description of the project
The Plans and Technical Specifications (Plans on File)
And all addenda issued during the bid process.

APPENDIX B
Contractor's Bid Price - Form for General Bid
(From Bid Book)

APPENDIX C
General Conditions
(From Bid Book)

APPENDIX D
INSURANCE REQUIREMENTS

APPENDIX D - INSURANCE REQUIREMENTS
INSURANCE SPECIFICATIONS

INSURANCE REQUIREMENTS FOR AWARDED VENDOR ONLY:

Prior to commencing performance of any work or supplying materials or equipment covered by these specifications, the contractor shall furnish to the Office of the Purchasing Director a Certificate of Insurance evidencing the following:

A. GENERAL LIABILITY - Comprehensive Form

Bodily Injury Liability.....….....$ Two Million
Property Damage Liability.....$ Two Million

B. COVERAGE FOR PAYMENT OF WORKER'S COMPENSATION BENEFIT PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN THE AMOUNT AS LISTED BELOW:

WORKER'S COMPENSATION….....$Statutory
EMPLOYERS' LIABILITY..….....…….$ Statutory

C. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:

AGGREGATE…….....$ One Million

l. A contract will not be executed unless a certificate (s) of insurance evidencing above-described coverage is attached.
2. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
3. All applicable insurance policies shall read:
"CITY OF SOMERVILLE" as a certificate holder and as an additional insured for general liability only along with a description of operation in the space provided on the certificate.

Certificate Should Be Made Out To:
City Of Somerville
Purchasing Department
93 Highland Avenue
Somerville, Ma. 02143

Note: If your insurance expires during the life of this contract, you shall be responsible to submit a new certificate(s) covering the period of the contract. No payment will be made on a contract with an expired insurance certificate.

APPENDIX E
PREVAILING WAGE RATES AND LIVING WAGE FORM

PREVAILING WAGE RATES

INSERT MANUALLY

SOMERVILLE LIVING WAGE ORDINANCE CERTIFICATION FORM

CITY OF SOMERVILLE CODE OF ORDINANCES SECTION 2-397 et seq[1].

Instructions: This form shall be included in all Invitations for Bids and Requests for Proposals which involve the furnishing of labor, time or effort (with no end product other than reports) by vendors contracting or subcontracting with the City of Somerville, where the contract price meets or exceeds the following dollar threshold: $10,000. If the undersigned is selected, this form will be attached to the contract or subcontract and the certifications made herein shall be incorporated as part of such contract or subcontract. **Complete this form and sign and date where indicated below on page 2.**

Purpose: The purpose of this form is to ensure that such vendors pay a "Living Wage" (defined below) to all covered employees (i.e., all employees except individuals in a city, state or federally funded youth program). In the case of bids, the City will award the contract to the lowest responsive and responsible bidder paying a Living Wage. In the case of RFP's, the City will select the most advantageous proposal from a responsive and responsible offeror paying a Living Wage. In neither case, however, shall the City be under any obligation to select a bid or proposal that exceeds the funds available for the contract.

Definition of "Living Wage": For this contract or subcontract, as of **7/1/2014** "Living Wage" shall be deemed to be an hourly wage of no less than **$12.05** per hour. From time to time, the Living Wage may be upwardly adjusted and amendments, if any, to the contract or subcontract may require the payment of a higher hourly rate if a higher rate is then in effect.

CERTIFICATIONS

1. The undersigned shall pay no less than the Living Wage to all covered employees who directly expend their time on the contract or subcontract with the City of Somerville.

2. The undersigned shall post a notice, (copy enclosed), to be furnished by the contracting City Department, informing covered employees of the protections and obligations provided for in the Somerville Living Wage Ordinance, and that for assistance and information, including copies of the Ordinance, employees should contact the contracting City Department. Such notice shall be posted in each location where services are performed by covered employees, in a conspicuous place where notices to employees are customarily posted.

3. The undersigned shall maintain payrolls for all covered employees and basic records relating hereto and shall preserve them for a period of three years. The records shall contain the name and

[1]Copies of the Ordinance are available upon request to the Purchasing Department.

address of each employee, the number of hours worked, the gross wages, a copy of the social security returns, and evidence of payment thereof and such other data as may be required by the contracting City Department from time to time.

4. The undersigned shall submit payroll records to the City upon request and, if the City receives information of possible noncompliance with the provisions the Somerville Living Wage Ordinance, the undersigned shall permit City representatives to observe work being performed at the work site, to interview employees, and to examine the books and records relating to the payrolls being investigated to determine payment of wages.

5. The undersigned shall not fund wage increases required by the Somerville Living Wage Ordinance by reducing the health insurance benefits of any of its employees.

6. The undersigned agrees that the penalties and relief set forth in the Somerville Living Wage Ordinance shall be in addition to the rights and remedies set forth in the contract and/or subcontract.

CERTIFIED BY:

Signature: _____
(Duly Authorized Representative of Vendor)

Title: _____

Name of Vendor:_____

Date: _____

INSTRUCTIONS: PLEASE POST

NOTICE TO ALL EMPLOYEES
REGARDING PAYMENT OF LIVING WAGE

Under the Somerville, Massachusetts' Living Wage Ordinance (Ordinance No. 1999-1), any person or entity who has entered into a contract with the City of Somerville is required to pay its employees who are involved in providing services to the City of Somerville no less than a "Living Wage".

The Living Wage as of **7/1/2013** is **$11.89** per hour. The only employees who are not covered by the Living Wage Ordinance are individuals in a Youth Program. "Youth Program" as defined in the Ordinance, "means any city, state or federally funded program which employs youth, as defined by city, state or federal guidelines, during the summer, or as part of a school to work program, or in any other related seasonal or part-time program."

For assistance and information regarding the protections and obligations provided for in the Living Wage Ordinance and/or a copy of the Living Wage Ordinance, all employees should contact the City of Somerville's Purchasing Department directly.

APPENDIX F
CERTIFICATE OF GOOD STANDING
(FOR CORPORATIONS)

INSERT DOCUMENT FROM BID BOOK HERE

Certificate of Good Standing: If the bidder is a corporation, a Certificate of Good Standing should accompany the bid. Certificate of Good Standing available online at: http://corp.sec.state.ma.us/corp/Certificates/Certificate_Request.asp
or call Tel: (617) 727-9640 for more information.

CERTIFICATE OF GOOD STANDING

TO: Vendor

FROM: Purchasing Department

RE: **CERTIFICATE OF GOOD STANDING**

The **Awarded Vendor** must comply with our request for a **CURRENT "Certificate of Good Standing".**

If you require information on how to obtain the "Certificate of Good Standing" or Certificate of Registration (Foreign Corporations) from the Commonwealth of Massachusetts, please call the Secretary of State's Office at (617) 727-2850 (Press #1) located at One (1) Ashburton Place, 17th Floor, Boston, MA 02133 or you may access their web site at: www.MA.GOV/SEC/COR

If your company is incorporated outside of Massachusetts and therefore is a "foreign corporation", but is registered to do business in Massachusetts, please comply with our request for the Certificate of Registration from the Commonwealth of Massachusetts. If your company is a foreign corporation, but is not registered to do business in Massachusetts, please provide the Certificate of Good Standing from your state of incorporation.

Please note that without the above certificate (s), the City of Somerville cannot execute your contract.

IMPORTANT NOTICE

Requests for Certificates of Good Standing by mail may take a substantial amount of time. A certificate may be obtained immediately in person at the Secretary's Office at the address above. Also, at this time, the Secretary of State's Office may not have your current annual report recorded. If this is the case, and you are therefore unable to obtain the Certificate of Good Standing, please forward a copy of your annual report filing fee check with your signed contracts. Please forward your original Certificate of Good Standing to the Purchasing Department upon receipt.

Thank You,

Purchasing Director

APPENDIX G
PROCUREMENT DOCUMENTATION

ADVERTISEMENTS, NOTICE TO BIDDERS, ETC.

Sample Contract

Sample Contract

APPENDIX H

STATEMENT OF MANAGEMENT
FOR CONTRACTS OVER $100,000

STATEMENT OF MANAGEMENT

In accordance with M.G.L. Chapter 30, Section 39R, the undersigned successful bidder states that its system of internal accounting controls and that of its subsidiaries reasonably assure (1) that transactions are executed in accordance with management's general and specific authorization; (2) that transactions are recorded as necessary to permit preparation of financial statements in conformity with generally accepted accounting principles, and to maintain accountability for assets; (3) that access to assets is permitted only in accordance with management's general or specific authorization, and (4) that the recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action was taken with respect to any difference.

Executed this _____day of _____2014__

On behalf of _____
(Successful bidder name)

_____
(Address and telephone of successful bidder)

_____
(Name and title of person signing statement)

By:_____
(Signature)

CERTIFIED PUBLIC ACCOUNTANT STATEMENT

In accordance with M.G.L. 30, Section 39R I, _____
a certified public accountant, state that I have examined the above Statement of Management on internal accounting controls, and that in my opinion (1) the representations of management are consistent with the result of management's evaluation of the system of internal accounting controls; and (2) that such representations of management are, in addition, reasonable with respect to transactions and assets in amounts which would be material when measured in relation to the above referenced successful bidder's financial statements.

_____

(Signature)

_____

(Business name, address and telephone number)

APPENDIX I

PERFORMANCE BOND AND PAYMENT BOND

FOR CONTRACTS OVER $2000

PERFORMANCE BOND

We, the undersigned,

_____,
(Name of Contractor)

_____,
(Address of Contractor)

_____, hereinafter called Principal, and
(Corporation, Partnership, or Individual)

_____,
(Name of Surety)

_____, (Address of Surety)

hereinafter called Surety, are held and firmly bound unto CITY OF SOMERVILLE, 93 Highland Avenue Avenue, Somerville, MA 02139, hereinafter called Owner, in the penal sum of _____ Dollars

($___) in lawful money of the United States, for the payment of which sum well and truly to be made. We hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

The condition of this obligation is such that the Principal entered into a certain contract with the Owner, dated the ____day of ____, 20__, a copy of which is attached hereto and made a part hereof, for the project known as Zero New Washington Street Community Park and Off-Leash Recreation Area and the Principal and Surety bind themselves to the Owner for the performance of the contract.

Now, therefore, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the

original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety and during the guaranty period set forth in the contract, and if it shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by a reason of failure to do so, and shall reimburse and repay the Owner all outlay and expenses which the Owner may incur in making good any default, then this obligation shall be void; otherwise, this bond shall remain in full force and effect; provided, further, that the said Surety for value received hereby agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder of the specifications accompanying the same shall in any wise affect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications. Provided, further, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed on this ___day of ____,2014.

CONTRACTOR AS PRINCIPAL	SURETY
_____	_____
(Signature)	(Signature)
Name and Title:	Name and Title:
SEAL	SEAL

Payment Bond

We, the undersigned,

_____,
(Name of Contractor)

_____,
(Address of Contractor)

_____, hereinafter called Principal, and
(Corporation, Partnership, or Individual)

_____,
(Name of Surety)

_____, (Address of Surety)

hereinafter called Surety, are held and firmly bound unto CITY OF SOMERVILLE, 93 Highland Avenue, Somerville, MA 02139, hereinafter called Owner, in the penal sum of Dollars

($___) in lawful money of the United States, for the payment of which sum well and truly to be made. We hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

The condition of this obligation is such that the Principal entered into a certain contract with the Owner, dated the ____day of ____, 20__, a copy of which is attached hereto and made a part hereof, for the project known as Zero New Washington Street Community Park and Off-Leash Recreation Area.

Now, therefore, if the Principal shall promptly make payment to all persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the prosecution of the work provided for in such contract, and any authorized extension or

modification thereof, including all amounts due for materials used in connection with the work, and all insurance premiums on said work, and for all labor, performed in such work whether by subcontractor or otherwise, then this obligation shall be void; otherwise this bond is remain in full force and effect. Provided, further, that the said Surety for value received hereby agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder of the Specifications accompanying the same shall in any wise affect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

Provided, further, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed on this __day of ___, 2014.

CONTRACTOR AS PRINCIPAL	SURETY
----------	----------
(Signature)	(Signature)
Name and Title:	Name and Title:
SEAL	SEAL

MEETING OF THE BOARD OF DIRECTORS

CERTIFICATE OF AUTHORITY

____20

At a meeting of the Directors of the

_____ duly called and held at _____on the __ day of ___20_, at which a quorum was present and acting, it was

VOTED THAT

the _____of this corporation is hereby authorized and empowered to make, enter into, sign, seal and deliver, in behalf of this corporation, a Contract for Site Improvements at Perry Park and Stone Place Park with the City of Somerville, and performance and payment bonds (each in the full amount of the Contract) in connection with such Contract.

I DO HEREBY CERTIFY that the above is a true and correct copy of the record, that said vote has not been amended or repealed and is in full force and effect on this date, and that _____is duly elected ___ of this corporation.

ATTEST:

_____

Clerk or Secretary of the Corporation

(Affix Corporate Seal Here)

PART 3 - TECHNICAL SPECIFICATIONS

PART 3: TECHNICAL SPECIFICATIONS

			# of Pages
DIVISION 01		GENERAL REQUIREMENTS	
SECTION	01 10 00	Summary of Work	5
	01 20 00	Price and Payment Procedures	4
	01 30 00	Administrative Requirements	9
	01 32 16	Construction Progress Schedule	3
	01 70 00	Execution and Closeout Requirements	3
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DIVISION 02-09		NOT USED	
DIVISION 10		SPECIALTIES	
Section	10 14 00	Signage	5
DIVISION 11-48		NOT USED	

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SECTION 01 10 00

SUMMARY OF WORK

PART 1 GENERAL

1.01 GENERAL REQUIREMENTS

A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 01 - GENERAL REQUIREMENTS which are hereby made a part of this Section of the Specifications.

B. Examine all other Sections of the Specifications for requirements which affect work of this Section whether or not such work is specifically mentioned in this Section.

C. Coordinate work with that of all other trades affecting or affected by work of this Section. Cooperate with such trades to assure the steady progress of all work under Contract.

D. It is the intent of the Specifications and the Drawings to require that all the material, labor, and equipment be furnished complete in every respect, and that this Contractor shall provide all material, labor, and equipment needed and usually furnished in connection with such systems to provide a complete installation including all demolition, disposal, and patching of adjacent surfaces. Materials, equipment, and articles incorporated in the work shall be new and of the best grade of their respective kinds.

1.02 PROJECT

A. Project Name: City of Somerville ADA Signage Upgrades.

B. Project Location

1. Various Locations, See 1.03.G.1.a

   Somerville, MA 02145

C. Owner's Name: City of Somerville.

D. Architect's Name: CBI Consulting Inc..

E. The Project consists of the fabrication and installation of building mounted ADA signage.

1.03 WORK UNDER THIS CONTRACT

A. The work to be done under this contract consists of executing and completing all work required for the Signage work and related work.

B. In general, the Contractor shall supply all material, labor, equipment, insurance, supervision, temporary protection, tools and appliances necessary for the proper completion of the Work as described in the Plans and Specifications, in accordance with good construction practice, and as required by the materials manufacturers.

C. Supply all protection necessary to protect the occupants, building site, building systems, and landscape areas. All means and methods are the responsibility of the Contractor. The Contractor is solely responsible for safety on the job site.

D. All materials shall be new and of the best quality.

E. General Information

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1. If there is a conflict between or within any part of the plans and the specifications, the more stringent requirement shall apply at the sole discretion of the Architect.
2. This document describes (but is not exclusive of) the signage work. The work shall be constructed so as to meet all requirements of the Massachusetts State Building Code, current edition, the Massachusetts Architectural Access Board, the ADA Standards for Accessible Design, in addition to all other applicable codes and regulations.
3. The school buildings will be occupied for the duration of the project (Summer 2016) by the School Administration, but there will be no classes in the buildings over Summer recess.
4. The libraries and Senior Center will be occupied for the duration of the project by the public and the staff.

F. The work will include all operations necessary to deliver the buildings in a fully installed and operable condition including obtaining all necessary licenses, permits, and certificates.

G. The following is the scope of work. All work required without limiting the generality thereof includes all labor, materials, equipment, and services required to perform the work fully in the drawings and specifications and includes, but is not limited to, the following:

1. General:
   a. Install photopolymer signage with raised characters and braille at the following locations:
      1) Somerville Central Public Library, 79 Highland Avenue, Somerville, MA
      2) Somerville East Branch Public Library, 115 Broadway, Somerville, MA
      3) Somerville Cross Street Senior Center, 165 Broadway, Somerville, MA
      4) Argenziano School, 290 Washington Street, Somerville, MA
      5) Capuano School, 150 Glen Street, Somerville, MA
      6) Healey School, 5 Meachum Street, Somerville, MA
      7) Somerville High School, 81 Highland Avenue, Somerville, MA
      8) Kennedy School, 7 Cherry Street, Somerville, MA
      9) West Somerville Neighborhood School, 177 Powderhouse Blvd, Somerville
      10) Brown School, 201 Willow Avenue, Somerville, MA
      11) Winter Hill School, 115 Sycamore Street, Somerville, MA
   b. All Contractor lay-down, storage, etc. shall be limited to areas designated by The Owner.
   c. Carefully remove existing signage where it conflicts with the installation of new signage. At the Kennedy School and the West Somerville Neighborhood School hallway classroom doors, carefully remove and dispose of existing 8"x8" room designation signage where it is scheduled to be replaced with new signage. Existing signage at these locations is affixed by tape or screws to steel panels within the door sidelites.

1.04 CONTRACT DESCRIPTION

A. Contract Type: A single prime contract based on a Stipulated Price as described in the contract documents portion of the project manual.

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B. The project will be bid with the signage contractor as the general bidder.

1.05 OWNER OCCUPANCY

A. Owner intends to occupy the Project during construction.

B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.

C. Schedule the Work to accommodate Owner occupancy.

1.06 CONTRACTOR USE OF SITE AND PREMISES

A. Construction Operations: Limited to areas noted on Drawings.

B. Arrange use of site and premises to allow:

1. Owner occupancy.
2. Work by Others.
3. Work by Owner.
   a. Repair work will be ongoing in the building throughout the summer. None of the work is expected to impact the work of this contract.
   b. Cooperate with Owner's staff and separate contractors in all work that is to be performed.

C. Provide access to and from site as required by law and by Owner:

1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered. Provide protected cover over all exterior doors
2. Do not obstruct roadways, sidewalks, or other public ways without permit.

D. Existing building spaces may not be used for storage unless approved by The Owner.

E. Time Restrictions:

1. Limit conduct of the work to the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday.

1.07 EXAMINATION OF DOCUMENTS

A. The bidders are expected to examine and to be thoroughly familiar with all contract documents and with the conditions under which the work is to be carried out. The Owner will not be responsible for errors, omissions, and/or charges for extra work arising from the General Contractors or Subcontractors failure to familiarize themselves with the contract documents, that they are familiar with the conditions and requirements of both where they require, in any part of the work a given result to be produced, that the contract documents are adequate and they will produce the required results.

1.08 SUPERVISION OF WORK

A. The Contractor shall be held directly responsible for the correct installation of all work performed under this Contract. The Contractor must make good repair, without expense to the Owner, of any part of the new work, or existing work to remain, which may become damaged on account of leaving the work unprotected or unsupervised during construction, or which may break or give out in any manner by reason of poor workmanship, defective materials or any lack of space to allow for expansion and

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contraction of the work during the Contractor's warranty period, from the date of final acceptance of the work by the Owner.

B. The Contractor shall furnish a competent Massachusetts licensed superintendent approved by the Owner and Architect. The licensed superintendent shall supervise all work under this contract and who shall remain on duty at the site throughout the Contract period while work is in progress.

1.09 FIELD MEASUREMENTS

A. Although care has been taken to ensure their accuracy, the dimensions shown for existing items and structures are not guaranteed. It is the responsibility of the Contractor to verify these dimensions in the field before fabricating any construction component. No claims for extra payment due to incorrect dimensions will be considered by the Owner.

1.10 DAMAGE RESPONSIBILITY

A. The Contractor shall repair, at no cost to the Owner, any damage to building elements, site appurtenances, landscaping, utilities, etc. caused during demolition operation and work of this Contract.

B. The Contractor shall secure the work area and equipment at the end of each workday.

1.11 INTENT OF THE PROJECT MANUAL

A. Words in the singular shall also mean and include the plural, wherever the context so indicates, and words in the plural shall mean the singular, wherever the context so indicates.

B. Wherever the terms "shown on drawings" are used in the specifications, they shall mean "noted", "indicated", "scheduled", "detailed", or shall refer to any other diagrammatic or written reference made on the drawings.

C. Wherever the terms "furnish", "install" or "provide" are used in the contract documents, it shall mean to "connect", "apply", "erect", "construct", or similar terms in order to make operative, and to supply all labor and materials, including miscellaneous fittings, hardware, and accessories necessary to complete the installation of the specified item.

D. All the work of the project is "related" in some fashion either by direct contract, sequencing, or coordination. It is the Contractor's responsibility to perform all the work and coordinate all the various trades and types of "related" work in order to meet the schedule and quality standards of the Project.

E. Means and methods of construction as well as compliance with OSHA and all other safety laws and regulations is the exclusive responsibility of the Contractor, his Subcontractors, suppliers, consultants, and servants. The Architect does not have control of the job site.

F. Wherever the term "material" is used in the specifications it will mean any "product", "equipment", "device", "assembly", or "item" required under the Contract, as indicated by trade or brand name, manufacturer's name, standard specifications reference or to other description.

G. The terms "approved" or "approval" shall mean the written approval of the Owner or Architect.

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H. The term "specifications" shall mean all information contained in the bound or unbound volume, including all "Contract Documents" defined herein, except for the drawings

I. The terms "directed", "required", "permitted", "ordered", "designated", "prescribed", and similar words shall mean the direction, requirement, permission, order, designation or prescription of the Owner or Architect; the terms "approved", "acceptable", "satisfactory", and similar words shall mean approved by, acceptable or satisfactory to the Owner or Architect; and the terms "necessary", "responsible", "proper", "correct", and similar words shall mean necessary, reasonable, proper or correct in the judgment of the Owner or Architect.

J. “Removed” means complete removal of item, and complete disposal in an approved manner.

1.12 ERRORS, OMISSIONS, AND CONFLICTS IN THE PROJECT MANUAL

A. In the case of conflicts in the Drawings and the Specifications noticed by the Contractor, the Architect shall be notified immediately in writing of such errors and/or omissions. In no case shall the Contractor proceed without written authorization from the Architect.

B. If there is a conflict between or within any part of the plans and the specifications, the more stringent requirement shall apply at the sole discretion of the Architect.

1.13 UNFORESEEN FIELD CONDITIONS

A. In the case of unforeseen field conditions, the Contractor shall notify the Owner and Architect immediately in writing of such conditions. In no case shall the Contractor proceed without written authorization from the Architect. If such unforeseen conditions result in additional expense, the Contractor shall not proceed without the written approval of the Owner.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

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SECTION 01 20 00

PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 GENERAL REQUIREMENTS

A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 01 - GENERAL REQUIREMENTS which are hereby made a part of this Section of the Specifications.

B. Examine all other Sections of the Specifications for requirements which affect work of this Section whether or not such work is specifically mentioned in this Section.

C. Coordinate work with that of all other trades affecting or affected by work of this Section. Cooperate with such trades to assure the steady progress of all work under Contract.

D. It is the intent of the Specifications and the Drawings to require that all the material, labor, and equipment be furnished complete in every respect, and that this Contractor shall provide all material, labor, and equipment needed and usually furnished in connection with such systems to provide a complete installation including all demolition, disposal, and patching of adjacent surfaces. Materials, equipment, and articles incorporated in the work shall be new and of the best grade of their respective kinds.

1.02 SECTION INCLUDES

A. Procedures for preparation and submittal of applications for progress payments.

B. Documentation of changes in Contract Sum and Contract Time.

C. Change procedures.

D. Correlation of Contractor submittals based on changes.

E. Procedures for preparation and submittal of application for final payment.

1.03 RELATED REQUIREMENTS

A. Section 01 22 00 - Unit Prices: Monetary values of unit prices, payment and modification procedures relating to unit prices.

1.04 SCHEDULE OF VALUES

A. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect for approval.

B. Forms filled out by hand will not be accepted.

C. Submit Schedule of Values in duplicate within 15 days after date of Owner-Contractor Agreement.

D. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification Section. Identify site mobilization.

E. Include in each line item, the amount of Allowances specified in this section. For unit cost Allowances, identify quantities taken from Contract Documents multiplied by the unit cost to achieve the total for the item.

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F. Revise schedule to list approved Change Orders, with each Application For Payment.

1.05 APPLICATIONS FOR PROGRESS PAYMENTS

A. Payment Period: Submit at intervals stipulated in the Agreement.Submit Pencil Requisition for Owner, OPM and Architect's approval prior to submitting Application for Payment.

B. Forms filled out by hand will not be accepted.

C. For each item, provide a column for listing each of the following:

1. Item Number.
2. Description of work.
3. Scheduled Values.
4. Previous Applications.
5. Work in Place and Stored Materials under this Application.
6. Authorized Change Orders.
7. Total Completed and Stored to Date of Application.
8. Percentage of Completion.
9. Balance to Finish.
10. Retainage.

D. Execute certification by signature of authorized officer.

E. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored products.

F. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of Work.

G. Submit six (6) copies of each Application for Payment.

H. Include the following with the application:

1. Transmittal letter as specified for Submittals in Section 01 30 00.
2. Construction progress schedule, revised and current as specified in Section 01 30 00.
3. Certified Payrolls.
4. Partial release of liens from major Subcontractors and vendors.
5. Project record documents as specified in Section 01 78 00, for review by Owner which will be returned to the Contractor.
6. Affidavits attesting to off-site stored products.

I. When Architect requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

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1.06 MODIFICATION PROCEDURES

A. Submit name of the individual authorized to receive change documents and who will be responsible for informing others in Contractor's employ or subcontractors of changes to the Contract Documents.

B. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Architect will issue instructions directly to Contractor.

C. For other required changes, Architect will issue a document signed by Owner instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.

1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
2. Promptly execute the change.

D. For changes for which advance pricing is desired, Architect will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within 5 days.

E. Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation . Document any requested substitutions in accordance with Section 01 60 00.

F. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.

1. For change requested by Architect for work falling under a fixed price contract, the amount will be based on Contractor's price quotation.
2. For change requested by Contractor, the amount will be based on the Contractor's request for a Change Order as approved by Architect.
3. For pre-determined unit prices and quantities, the amount will based on the fixed unit prices.
4. For change ordered by Architect without a quotation from Contractor, the amount will be determined by Architect based on the Contractor's substantiation of costs as specified for Time and Material work.

G. Substantiation of Costs: Provide full information required for evaluation.

1. On request, provide following data:
   a. Quantities of products, labor, and equipment.
   b. Taxes, insurance, and bonds.
   c. Overhead and profit.
   d. Justification for any change in Contract Time.
   e. Credit for deletions from Contract, similarly documented.
2. Support each claim for additional costs with additional information:

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a. Origin and date of claim.
b. Dates and times work was performed, and by whom.
c. Time records and wage rates paid.
d. Invoices and receipts for products, equipment, and subcontracts, similarly documented.

3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.

H. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.

I. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.

J. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.

K. Promptly enter changes in Project Record Documents.

1.07 APPLICATION FOR FINAL PAYMENT

A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Price, previous payments, and sum remaining due.

B. Application for Final Payment will not be considered until the following have been accomplished:

1. All closeout procedures specified in Section 01 70 00.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

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SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 GENERAL REQUIREMENTS

A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 01 - GENERAL REQUIREMENTS which are hereby made a part of this Section of the Specifications.

B. Examine all other Sections of the Specifications for requirements which affect work of this Section whether or not such work is specifically mentioned in this Section.

C. Coordinate work with that of all other trades affecting or affected by work of this Section. Cooperate with such trades to assure the steady progress of all work under Contract.

D. It is the intent of the Specifications and the Drawings to require that all the material, labor, and equipment be furnished complete in every respect, and that this Contractor shall provide all material, labor, and equipment needed and usually furnished in connection with such systems to provide a complete installation including all demolition, disposal, and patching of adjacent surfaces. Materials, equipment, and articles incorporated in the work shall be new and of the best grade of their respective kinds.

1.02 SECTION INCLUDES

A. Preconstruction meeting.

B. Progress meetings.

C. Construction progress schedule.

D. Daily Reports

E. Submittals for review, information, and project closeout.

F. Number of copies of submittals.

G. Submittal procedures.

H. General Notes

I. Insurance

J. Owner's Cooperation.

1.03 CORI REQUEST FORM

A. All personnel working at the sites will be required to fill out a Somerville Public Schools CORI request form, which will be provided by the Owner.

1. All forms shall be submitted to The City of Somerville one week prior to the applicant being on site.
2. The General Contractor will update the list as required to reflect current workers on site.
3. All workers must pass the CORI background check in order to work on these sites.

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B. The General Bidder and all the sub-contractors are hereby notified that CORI checks are required for all personnel that will be working on site at any of the City of Somerville properties. It is each individual contractor's responsibility to submit the required paperwork to the State, in advance of the work, so as not to delay the schedule for any possible employee that will access any of the sites. Approval by the state for each worker must be delivered to the Owner in advance of the work. Payments will be withheld to the contractor if he/she fails to submit the proper CORI certifications in advance of the work.

1.04 RELATED REQUIREMENTS

A. Section 01 32 16 - Construction Progress Schedule: Form, content, and administration of schedules.

B. Section 01 70 00 - Execution and Closeout Requirements: Additional coordination requirements.

C. Section 01 78 00 - Closeout Submittals: Project record documents.

1.05 PROJECT COORDINATION

A. Cooperate with the Owner and the School Department's authorized representative in allocation of mobilization areas of site; for site access, traffic, and parking facilities and enclosures and protection of building and site areas.

B. During construction, coordinate use of site and facilities through the Owner.

C. Comply with Owner's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.

D. Coordination with Building Procedures

1. The safety and welfare of the public and employees of the City of Somerville are the utmost concern of the project. All work by the Contractor, his Sub-Contractors, suppliers, and employees shall be performed in a way that will safeguard this concern. Safety is the sole responsibility of the Contractor on the jobsite. Extraordinary care must be taken throughout the project to coordinate work activities with the School and Library schedules, procedures, and activities.

2. All construction activities and deliveries to the site are to be coordinated with the Owner and the School Department's authorized representative.

3. Pre-construction meeting shall be held with the Owner's Project Manager, the Contractor and Architect, to coordinate locations of deliveries, worker parking, material storage, as well as to discuss safety, scheduling, and procedures.

4. Contractor shall update the Construction schedule weekly. Requisitions for payment must be accompanied by an updated schedule. The on-site superintendent shall meet with the Owner's Authorized Representative daily to inform them of the daily progress and review the schedule for the next three (3) days.

E. Scheduling

1. All buildings will be occupied during this project. Work shall be phased in order to minimize the amount of work performed concurrently in multiple buildings.

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a. Work is to be performed in one building at a time.
b. Once work in a building is determined by the Architect to be substantially complete, work may begin in another building.
c. Work in all School Buildings to be substantially complete by August 24, 2016 in advance of the Owners preparations for the return of students.
d. Submit shop drawings accordingly in order to facilitate review by Architect and fabrication of signs to meet phased construction schedule.

F. Subcontractors

1. Subcontractors are subject to approval by the Owner.

G. Construction Review

1. All materials and workmanship shall be subject to review by the Architect and all designated representatives of the Owner. Such review may take place at any time during the construction, and wherever work relating to this project is underway. The Contractor shall notify the Architect of any approaching stage of the work likely to require his/her attention, and the Architect shall have the right to reject all defective or non-conforming workmanship and material, and to require its replacement.

H. Codes

1. Codes, standards, and publications of private and public bodies mentioned in these specifications, and other such standards and specifications, refer to the latest edition thereof at the time of taking bids unless a specific edition is designated, and shall be considered and integral part of the Contract Documents.

I. Coordination of Work

1. Contractor shall coordinate all construction work with the Project Coordinator.

J. Specification

1. A complete copy of the project manual, including plans and specifications shall be kept at the construction site at all times.

K. Field Measurements

1. Before ordering any materials or performing any work, the Contractor or his/her subcontractors shall inspect all existing conditions and perform all measurements at the building. No extra charge or compensation will be allowed because of differences between the drawings and the actual dimensions. Any differences between the Project Manual and the actual conditions found shall be submitted to the Architect for direction before proceeding with the work.

L. Cutting and Patching

1. The work to be performed under this Contract shall include all cutting and patching necessary to accommodate new work.

M. Permits

1. Procurement of building permits shall be the responsibility of the Contractor. Requests for inspections by the Building Inspector and the obtaining of required signatures by Inspection on permits is the responsibility of the Contractor. Permit fees will be waived.

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PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PRECONSTRUCTION MEETING

A. Owner will schedule a meeting after Notice of Award.

B. Attendance Required:

1. Owner's Project Manager.
2. Architect.
3. Contractor.

C. Agenda:

1. Execution of Owner-Contractor Agreement.
2. Distribution of Contract Documents.
3. Submission of list of Subcontractors, list of Products, schedule of values, and progress schedule.
4. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures
5. Designation of personnel representing the parties to Contract, Owner and Architect.
6. Distribution of Contact Information
7. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
8. Scheduling.

D. Architect to record minutes and distribute to Owner, participants, and those affected by decisions made.

3.02 PROGRESS MEETINGS

A. Schedule and administer meetings throughout progress of the Work at maximum weekly intervals.

B. Owner's Project Manager will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.

C. Attendance Required: Job superintendent, major Subcontractors and suppliers, Owner, Owner's Project Manager, Architect, as appropriate to agenda topics for each meeting.

D. Agenda:

1. Review minutes of previous meetings.
2. Review of Work progress.
3. Field observations, problems, and decisions.
4. Identification of problems that impede, or will impede, planned progress.
5. Review of submittals schedule and status of submittals.

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6. Review of off-site fabrication and delivery schedules.
7. Maintenance of progress schedule.
8. Corrective measures to regain projected schedules.
9. Planned progress during succeeding work period.
10. Coordination of projected progress.
11. Maintenance of quality and work standards.
12. Effect of proposed changes on progress schedule and coordination.
13. Other business relating to Work.

E. Architect to record minutes and distribute to Owner, participants, and those affected by decisions made.

3.03 CONSTRUCTION PROGRESS SCHEDULE

A. Within 10 days after date of the Agreement, submit preliminary schedule defining planned operations for the first 60 days of Work, with a general outline for remainder of Work.

B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.

C. Within 5 days after review of preliminary schedule, submit draft of proposed complete schedule for review.

1. Include written certification that major contractors have reviewed and accepted proposed schedule.

D. Within 5 days after joint review, submit complete schedule.

E. Submit updated schedule with each Application for Payment.

3.04 DAILY PROGRESS REPORTS

A. Provide a copy of the daily superintendent report to the Owner's project manager's clerk daily.

3.05 SUBMITTALS FOR REVIEW

A. When the following are specified in individual sections, submit them for review:

1. Product data.
2. Shop drawings.
3. Samples for selection.
4. Samples for verification.

B. Provide submittals as indicated in Section 01 30 00; 3.10.

C. Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.

D. Samples will be reviewed only for aesthetic, color, or finish selection.

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E. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 78 00 - Closeout Submittals.

F. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.

3.06 SUBMITTALS FOR INFORMATION

A. When the following are specified in individual sections, submit them for information:

1. Design data.
2. Certificates.
3. Test reports.
4. Inspection reports.
5. Manufacturer's instructions.
6. Manufacturer's field reports.
7. Other types indicated.

B. Submit for Architect's knowledge as contract administrator or for Owner. No action will be taken.

3.07 SUBMITTALS FOR PROJECT CLOSEOUT

A. Submit Correction Punch List for Substantial Completion.

B. Submit Final Correction Punch List for Substantial Completion.

C. When the following are specified in individual sections, submit them at project closeout:

1. Project record documents.
2. Operation and maintenance data.
3. Warranties.
4. Bonds.
5. Other types as indicated.

3.08 NUMBER OF COPIES OF SUBMITTALS

A. Documents for Review. Provide electronically, digital copies of all submittals in addition to hard copies required:

1. Small Size Sheets, Not Larger Than 8-1/2 x 11 inches: Submit the number of copies that Contractor requires, plus the number of copies that the sub-Contractors require, including one (1) copy to be filed on-site, plus one (1) copy that will be retained by the Owner's Project Manager, one (1) copy that will be retained by the Commissioning Agent, and two (2) copies that will be retained by Architect.
2. Larger Sheets, Not Larger Than 36 x 48 inches: Submit the number of opaque reproductions that Contractor requires, plus two copies that will be retained by Architect.

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B. Documents for Information: Submit two copies.

C. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.

1. After review, produce duplicates.
2. Retained samples will not be returned to Contractor unless specifically so stated.

3.09 SUBMITTAL PROCEDURES

A. Transmit each submittal with a copy of approved submittal form.

B. Transmit each submittal with approved form.

C. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.

D. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.

E. Schedule submittals to expedite the Project, and coordinate submission of related items.

F. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.

G. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.

H. Provide space for Contractor and Architect review stamps.

I. When revised for resubmission, identify all changes made since previous submission.

J. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.

3.10 GENERAL NOTES

A. Contractor shall be responsible for checking and coordinating all dimensions with Architectural drawings. In case of conflict, the Architect shall be notified and shall resolve the conflict

B. In any case of conflict between the drawings and the project specifications, the more stringent requirements shall govern.

C. The contractor shall make no deviation from design drawings without prior review by the Architect.

D. Work not indicated on a part of the drawings but reasonably implied to be similar to that shown at corresponding places shall be repeated.

E. All work shall comply with applicable codes and local laws and regulations.

F. General Contractor shall coordinate locations of openings with Mechanical, Electrical and Plumbing trades.

G. The Structural Design of the building is based on the full interaction of all it's component parts. No provisions have been made for conditions occurring during construction. It is the sole responsibility of the Contractor to make proper and adequate provisions for stability of, and all stresses to the structure due to any cause during construction.

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H. Contractor shall not scale drawings. Contractor shall request all dimensions or information required to perform the work from the Architect. Work completed by the Contractor without dimensions or information shall be done at their own risk and, if deemed incorrect by the Architect, shall be removed and reinstalled to the specifications of the Architect at no additional cost to the Owner.

I. CODES: The project is based on the requirements of the Massachusetts State Building Code – Eight Edition.

J. The plans were compiled from various sources. The Contractor is responsible for verifying all existing conditions and dimensions.

3.11 INSURANCE

A. The contractor shall purchase and maintain, at his expense, such insurance as will protect him from claims under workmen's compensation acts and from claims for damages because of bodily injury, including death and all property damage including, without limitation, damage to buildings and adjoining the site of construction which might arise from and during operations under this contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them including:

1. Statutory Worker's Compensation and Employer's Liability

   The Contractor shall provide insurance for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws (so-called Worker's Compensation Act) to all persons to be employed under this contract and shall continue in force such insurance as aforsaid shall be deemed a material breach of this Contract and shall operate as an immediate termination thereof. The Contractor shall, without limiting the generality of the foregoing, conform to the provisions of Section 34A of Chapter 149 of the General Laws, which Section is incorporated herein by reference and made a part of hereof, and include Employers Liability Part B.

2. Comprehensive General Liability Insurance

   Minimum bodily injury limits of $1,000,000 per person and $1,000,000 per accident, and property damage limits of $1,000,000 per accident and $3,000,000 aggregate during any 12 month period, shall include the following:
   a. Public liability (bodily injury and property damage)
   b. X.C.U. (explosion, collapse, and underground utilities)
   c. Independent contractor's protective liability.
   d. Products and completed operations.
   e. Save harmless agreement for Owner and Architects set forth in ARTICLE 10.11 of the GENERAL CONDITIONS.
   f. Products and Completed Operations should be maintained for 3 years after the completion of the project.

3. Comprehensive All Risk Motor Vehicle Liability Insurance

   Minimum bodily injury limits of $1,000,000 per person, $1,000,000 per accident, and property damage limit of $1,000,000 per accident. The City of Somerville shall be named as "Additional Insured".

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4. All Risk Insurance

   Covering all Contractor's equipment.

5. Excess Liability Insurance in Umbrella Form with combined Bodily Injury and Property Damage Limit of $5,000,000; combined bodily injury and property damage limit of $5,000,000.

6. The City of Somerville and CBI Consulting Inc. shall be listed as "Additional Insured" with a Waiver of Subrogation on the insurance policy for this project.

3.12 OWNER'S COOPERATION

A. The Owner shall assist the Contractor to perform the Work in accordance with the approved operational plan.

B. The Contractor shall provide:

1. Notification to the Owner two (2) weeks before any work is scheduled at the site/building.

2. Notification to the Owner in writing forty-eight (48) hours before work is scheduled in any particular area.

3. An updated schedule monthly with the application for payment. Payments will not be authorized until the updated schedule is received and approved and Certified Payroll records are up to date.

C. The Contractor must supply to the Owner the cell phone number of a responsible person who may be contacted during non-work-hours for emergencies on the Project.

END OF SECTION

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SECTION 01 32 16

CONSTRUCTION PROGRESS SCHEDULE

PART 1 GENERAL

1.01 GENERAL REQUIREMENTS

A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 01 - GENERAL REQUIREMENTS which are hereby made a part of this Section of the Specifications.

B. Examine all other Sections of the Specifications for requirements which affect work of this Section whether or not such work is specifically mentioned in this Section.

C. Coordinate work with that of all other trades affecting or affected by work of this Section. Cooperate with such trades to assure the steady progress of all work under Contract.

D. It is the intent of the Specifications and the Drawings to require that all the material, labor, and equipment be furnished complete in every respect, and that this Contractor shall provide all material, labor, and equipment needed and usually furnished in connection with such systems to provide a complete installation including all demolition, disposal, and patching of adjacent surfaces. Materials, equipment, and articles incorporated in the work shall be new and of the best grade of their respective kinds.

1.02 SECTION INCLUDES

A. Preliminary schedule.

B. Construction progress schedule, bar chart type.

1.03 SUBMITTALS

A. Within seven (7) days after date of Agreement, submit preliminary schedule defining planned operations for the first 60 days of Work, with a general outline for remainder of Work.

B. If preliminary schedule requires revision after review, submit revised schedule within seven (7) days.

C. Within five (5) days after review of preliminary schedule, submit draft of proposed complete schedule for review.

D. Within five (5) days after joint review, submit complete schedule.

E. Submit updated schedule with each Application for Payment.

F. Submit the number of opaque reproductions that Contractor requires, plus one copy that will be retained by Architect.

1.04 SCHEDULE FORMAT

A. Listings: In chronological order according to the start date for each activity. Identify each activity with the applicable specification section number.

B. Diagram Sheet Size: Maximum 22 x 17 inches or width required.

C. Scale and Spacing: To allow for notations and revisions.

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PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PRELIMINARY SCHEDULE

A. Prepare preliminary schedule in the form of a horizontal bar chart.

3.02 CONTENT

A. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.

B. Identify each item by specification section number.

C. Identify work of separate stages and other logically grouped activities.

D. Provide sub-schedules for each stage of Work identified in Section 01 10 00.

E. Provide sub-schedules to define critical portions of the entire schedule.

F. Include conferences and meetings in schedule.

G. Show accumulated percentage of completion of each item, and total percentage of Work completed, as of the first day of each month.

H. Provide separate schedule of submittal dates for shop drawings, product data, and samples, Products identified under Allowances, and dates reviewed submittals will be required from Architect. Indicate decision dates for selection of finishes.

I. Coordinate content with schedule of values specified in Section 01 20 00 - Price and Payment Procedures.

J. Provide legend for symbols and abbreviations used.

3.03 BAR CHARTS

A. Include a separate bar for each major portion of Work or operation.

B. Identify the first work day of each week.

3.04 REVIEW AND EVALUATION OF SCHEDULE

A. Participate in joint review and evaluation of schedule with Architect at each submittal.

B. Evaluate project status to determine work behind schedule and work ahead of schedule.

C. After review, revise as necessary as result of review, and resubmit within 5 days.

3.05 UPDATING SCHEDULE

A. Maintain schedules to record actual start and finish dates of completed activities.

B. Indicate progress of each activity to date of revision, with projected completion date of each activity.

C. Annotate diagrams to graphically depict current status of Work.

D. Identify activities modified since previous submittal, major changes in Work, and other identifiable changes.

E. Indicate changes required to maintain Date of Substantial Completion.

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3.06 DISTRIBUTION OF SCHEDULE

A. Distribute copies of updated schedules to Contractor's project site file, to Subcontractors, suppliers, Architect, Owner, and other concerned parties.

B. Instruct recipients to promptly report, in writing, problems anticipated by projections shown in schedules.

END OF SECTION

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SECTION 01 70 00

EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Examination, preparation, and general installation procedures.

B. Pre-installation meetings.

C. Cleaning and protection.

D. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.

E. General requirements for maintenance service.

1.02 RELATED REQUIREMENTS

A. Section 01 10 00 - Summary of Work: Limitations on working in existing building; continued occupancy; work sequence; identification of salvaged and relocated materials.

B. Section 01 30 00 - Administrative Requirements: Submittals procedures, Electronic document submittal service.

C. Section 01 78 00 - Closeout Submittals: Project record documents, operation and maintenance data, warranties and bonds.

D. Section 02 41 00 - Demolition: Demolition of whole structures and parts thereof; site utility demolition.

1.03 REFERENCE STANDARDS

A. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2013.

1.04 SUBMITTALS

A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.

1.05 COORDINATION

A. See Section 01 10 00 for occupancy-related requirements.

B. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.

C. Coordinate completion and clean-up of work of separate sections.

D. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

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PART 2 PRODUCTS

PART 3 EXECUTION

3.01 EXAMINATION

A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.

B. Verify that existing substrate is capable of attachment of new work being applied or attached.

C. Examine and verify specific conditions described in individual specification sections.

D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.

3.02 PREPARATION

A. Clean substrate surfaces prior to applying next material or substance.

B. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

3.03 PREINSTALLATION MEETINGS

A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.

B. Require attendance of parties directly affecting, or affected by, work of the specific section.

C. Notify Architect four days in advance of meeting date.

D. Prepare agenda and preside at meeting:

1. Review conditions of examination, preparation and installation procedures.
2. Review coordination with related work.

E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.04 GENERAL INSTALLATION REQUIREMENTS

A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.

B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.

3.05 PROGRESS CLEANING

A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.

B. Collect and remove waste materials, debris, and trash/rubbish from site daily and dispose off-site.

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3.06 PROTECTION OF INSTALLED WORK

A. Protect installed work from damage by construction operations.

B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.

C. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.

3.07 FINAL CLEANING

A. Execute final cleaning prior to final project assessment.

B. Use cleaning materials that are nonhazardous.

C. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.

D. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.08 CLOSEOUT PROCEDURES

A. Make submittals that are required by governing or other authorities.

1. Provide copies to Architect and Owner.

B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.

C. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.

D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.

E. Owner will occupy all of the building as specified in Section 01 10 00.

F. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.

G. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.

H. Accompany Project Coordinator on Contractor's preliminary final inspection.

I. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.

J. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

END OF SECTION

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SECTION 01 78 00

CLOSEOUT SUBMITTALS

PART 1 GENERAL

1.01 GENERAL REQUIREMENTS

A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 01 - GENERAL REQUIREMENTS which are hereby made a part of this Section of the Specifications.

B. Examine all other Sections of the Specifications for requirements which affect work of this Section whether or not such work is specifically mentioned in this Section.

C. Coordinate work with that of all other trades affecting or affected by work of this Section. Cooperate with such trades to assure the steady progress of all work under Contract.

D. It is the intent of the Specifications and the Drawings to require that all the material, labor, and equipment be furnished complete in every respect, and that this Contractor shall provide all material, labor, and equipment needed and usually furnished in connection with such systems to provide a complete installation including all demolition, disposal, and patching of adjacent surfaces. Materials, equipment, and articles incorporated in the work shall be new and of the best grade of their respective kinds.

1.02 SECTION INCLUDES

A. Project Record Documents.

B. Operation and Maintenance Data.

1.03 RELATED REQUIREMENTS

A. Section 01 30 00 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.

B. Section 01 70 00 - Execution and Closeout Requirements: Contract closeout procedures.

C. Individual Product Sections: Specific requirements for operation and maintenance data.

D. Individual Product Sections: Warranties required for specific products or Work.

1.04 SUBMITTALS

A. Project Record Documents: Submit documents to Architect with claim for final Application for Payment. All submittals shall also be submitted in digital format.

B. Operation and Maintenance Data:

1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.

2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.

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3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
4. Submit two sets of revised final documents in final form within 10 days after final inspection.

C. Warranties and Bonds:

1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PROJECT RECORD DOCUMENTS

A. Maintain on site one set of the following record documents; record actual revisions to the Work:

1. Drawings.
2. Specifications.
3. Addenda.
4. Change Orders and other modifications to the Contract.
5. Reviewed shop drawings, product data, and samples.
6. Manufacturer's instruction for assembly, installation, and adjusting.

B. Ensure entries are complete and accurate, enabling future reference by Owner.

C. Store record documents separate from documents used for construction.

D. Record information concurrent with construction progress.

E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:

1. Manufacturer's name and product model and number.
2. Product substitutions or alternates utilized.
3. Changes made by Addenda and modifications.

F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:

1. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
2. Field changes of dimension and detail.

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3. Details not on original Contract drawings.

3.02 OPERATION AND MAINTENANCE DATA

A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.

B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.

C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.

D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

A. For Each Product, Applied Material, and Finish:

1. Product data, with catalog number, size, composition, and color and texture designations.

2. Information for re-ordering custom manufactured products.

B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.

C. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.

D. Additional information as specified in individual product specification sections.

E. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

3.04 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS

A. For Each Item of Equipment and Each System:

1. Description of unit or system, and component parts.

2. Identify function, normal operating characteristics, and limiting conditions.

3. Include performance curves, with engineering data and tests.

4. Complete nomenclature and model number of replaceable parts.

B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

C. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.

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D. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.

E. Provide servicing and lubrication schedule, and list of lubricants required.

F. Include manufacturer's printed operation and maintenance instructions.

G. Include sequence of operation by controls manufacturer.

H. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.

I. Additional Requirements: As specified in individual product specification sections.

3.05 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS

A. Assemble operation and maintenance data into durable manuals for Owner's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.

B. Where systems involve more than one specification section, provide separate tabbed divider for each system.

C. Prepare instructions and data by personnel experienced in maintenance and operation of described products.

D. Prepare data in the form of an instructional manual.

E. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.

F. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.

G. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.

H. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.

I. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.

J. Text: Manufacturer's printed data, or typewritten data on 24 pound paper.

K. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

L. Arrangement of Contents: Organize each volume in parts as follows:

1. Project Directory.
2. Table of Contents, of all volumes, and of this volume.
3. Operation and Maintenance Data: Arranged by system, then by product category.

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a. Source data.
b. Product data, shop drawings, and other submittals.
c. Operation and maintenance data.
d. Field quality control data.
e. Photocopies of warranties and bonds.

END OF SECTION

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SECTION 10 14 00 **DIVISION 10**

SIGNAGE **SPECIALITIES**

PART 1 GENERAL

1.01 GENERAL REQUIREMENTS

A. Include the General Conditions, Modifications to the General Conditions, and applicable parts of Division 01000 as part of this Section.

B. Examine all other Sections of the Specifications for requirements which affect work of this Section whether or not such work is specifically mentioned in this Section.

C. Coordinate work with that of all other trades affecting or affected by work of this Section. Cooperate with such trades to assure the steady progress of all work under Contract.

D. It is the intent of the Specifications and the Drawings to require that all the material, labor, and equipment be furnished complete in every respect, and that this Contractor shall provide all material, labor, and equipment needed and usually furnished in connection with such systems to provide a complete installation including all demolition, disposal, and patching of adjacent surfaces. Materials, equipment, and articles incorporated in the work shall be new and of the best grade of their respective kinds.

1.02 WORK TO BE PERFORMED

A. Provide all the Signage work required to complete the work of the contract including all the Signage work shown on the plans, listed in the specification, and needed to install a complete assembly in every way, with all reinforcing, pinning, and finishes. Coordinate the Signage work with all the other trades for the project. Provide all demolition and disposal work to complete the Signage work. Patch to match all adjacent surfaces that are disturbed, left exposed, or unfinished. All work of the contract is related. It is the General Contractor's responsibility to review all the work of each section, each sub-contractor, and each file sub-bidder for the entire project so that all the work can be properly and completely performed.

B. Signage work includes, but is not limited to:
1. Install new Signage as specified.
2. Remove existing signs, if present, where they interfere with the installation of new signs.

1.03 RELATED DOCUMENTS

A. Provisions established within the General and Supplementary Conditions of the Contract, Division 1 - General Requirements, and the Drawings are collectively applicable to this Section.

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1.04 REFERENCE STANDARDS

A. 36 CFR 1191 - Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities; Final Rule; current edition; (ADA Standards for Accessible Design).

B. ANSI/ICC A117.1 - American National Standard for Accessible and Usable Buildings and Facilities; International Code Council; 2009.

C. CMR 521 – Massachusetts Architectural Access Board regulations.

D. ADAAG Braille Standards.

1.05 SUBMITTALS

A. Product Data: Manufacturer's printed product literature for each type of sign, indicating sign styles, font, foreground and background colors, locations, overall dimensions of each sign.

B. Signage Schedule: Provide information sufficient to completely define each sign for fabrication, including room number, room name, other text to be applied, sign and letter sizes, fonts, colors, with complete braille translation.

1. When room numbers to appear on signs differ from those on the drawings, highlight the room numbers shown on the schedule.
2. Submit for approval by Owner through Architect prior to fabrication.

C. Samples: Submit one sample of each type and size of sign, of size similar to that required for project, illustrating sign style, font, colors, braille and method of attachment.

D. Selection Samples: Submit two sets of color selection charts. Submit color chips for selected colors. Match existing signage colors at the Somerville High School, the Argenziano School and the Capuano School. All other locations to have black background and white text.

E. Submit in accordance with requirements of Division 1.

F. Shop Drawings: Submit shop drawings showing layout, profiles, and product components, including dimensions, anchorage, and accessories.

G. Installation: Submit supplier’s installation instructions.

H. Closeout Submittals:

1. Submit operation and maintenance data for installed products, including precautions against harmful cleaning materials and methods.
2. Submit warranty documents specified herein.

1.06 QUALITY ASSURANCE

A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years of documented experience.

B. Supplier: Obtain all products in this section from a single supplier.

C. Regulatory Requirements: Products shall meet requirements of the Massachusetts Architectural Access Board Regulations (MAAB), the Americans With Disabilities

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Act Accessibility Guidelines (ADAAG), ANSI Requirements and local amendments and modifications.

D. Installer: Installation shall be performed by installer specialized and experienced in work similar to that required for this project.

1.07 DELIVERY, STORAGE, AND HANDLING

A. Package signs as required to prevent damage before installation.

B. Package room and door signs in sequential order of installation, labeled by floor or building.

C. Store tape adhesive at normal room temperature.

D Comply with manufacturer's ordering instructions and lead time requirements to avoid construction delays.

E. Deliver products in manufacturer's original, unopened, undamaged containers with identification labels intact.

F. Store products protected from weather, temperature, and other harmful conditions as recommended by supplier.

G. Handle products in accordance with manufacturer's instructions.

1.08 FIELD CONDITIONS

A. Do not install tape adhesive when ambient temperature is lower than recommended by manufacturer.

B. Do not install silicone adhesive when ambient temperature is lower than recommended by manufacturer.

C. Maintain this minimum temperature during and after installation of signs.

1.09 WARRANTY

A. Manufacturer's Warranty: Submit manufacturer's standard warranty document executed by authorized company official.
   1. Warranty Period: one (1) year from product ship date.

1.10 PRE-CONSTRUCTION CONFERENCE

A. Participate in a pre-construction walkthru at each building with the Architect and the Owner before installation begins.

PART 2 PRODUCTS

2.01 MANUFACTURERS

A. Raised Graphic Signs:

1. Back Bay Sign: www.backbaysign.com
2. ASI Sign Systems, Inc., InTouch: www.asisignage.com
3. Best Sign Systems, Inc: www.bestsigns.com.
4. Cosco Industries (ADA signs); ADA Series 2: www.coscoarchitecturalsigns.com.

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5. InPro Corporation; Aspen: www.inprocorp.com.
6. Substitutions: Approved Equal.

2.02 SIGNAGE APPLICATIONS

A. Accessibility Compliance: All signs are required to comply with the Massachusetts Architectural Access Requirements, the ADA Standards for Accessible Design, and ANSI/ICC A 117.1 and applicable building codes, unless otherwise indicated; in the event of conflicting requirements, comply with the most stringent requirements.

B. Room and Door Signs: Provide a sign for every doorway, whether it has a door or not. Do not include corridors, lobbies, and similar open areas except where indicated in the contract documents.

1. Provide "tactile" signage, with letters raised minimum 1/32 inch and Grade II braille.
3. Character Height: Varies, see drawings.
4. Sign Size: Varies, see drawings. Typical size: 8”x8”. Size inside stairwells: 12”x18”.
5. Doors: Identify with room numbers listed as “Room #” in the attached Schedule.
6. Doors: Identify with copy listed as “Sign Text” in the attached Schedule.
7. Stairs: Identify each floor with “Stair Sign Corridor Side” and “Stair Sign Stairwell Side” as indicated in the Schedule and shown on the Drawings.
8. Toilet Rooms: Identify with room names and pictograms identified in the attached Schedule and shown on the Drawings.

2.03 SIGN TYPES

A. Flat Signs: Signage media without frame.

1. Material: photopolymer at interior signage. Exterior grade photopolymer at exterior signage.
2. Frame: none.
3. Edges: Square.
4. Corners: Square.
5. Thickness: 1/8”
6. Wall Mounting of One-Sided Signs: Double sided VHB tape adhesive.
7. Glass Mounting of One Sided Signs: Double sided tape adhesive. Provide an additional blank sign of the same material, size and color to be installed with tape adhesive on the reverse side of the glass.
8. Mounting on exterior surfaces: Silicone adhesive.
9. Braille: Grade 2 with domed or round shape.
    1. Provide Braille translation on every sign.

B. Color and Font: Unless otherwise indicated:

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1. Character Font: Helvetica, Arial, or other sans serif font to match existing signage at each school. Font to be approved by Architect.
2. Character Case: Upper case only.
3. Background Color: Solid color. Green to match existing at the Capuano School, Blue to match existing at the Argenziano School, Off White to match existing at the Somerville High School. Black at the Central Library, East Branch Library, Cross Street Senior Center, Healey School, Kennedy School, West Somerville Neighborhood School, Brown School, and Winter Hill School.
4. Character Color: Contrasting color. White or Off White to match existing.

PART 3 EXECUTION

3.01 INSTALLATION

A. Install in accordance with manufacturer's instructions.

B. Install neatly, with horizontal edges level.

C. Install product at heights from floors and distances from openings to conform to the Massachusetts Architectural Access Board Requirements, the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and applicable local amendments and regulations.

D. Locate signs where indicated:

1. Room and Door Signs: Locate on wall at latch side of door with the lowest row of text at 48” minimum above the finished floor and the highest row of text at 60” maximum above the finished floor.
2. In front of each sign, maintain an 18”x18” clear floor space beyond the door swing.
3. If no location is indicated on the plans obtain Architect's instructions.
4. In general, all signage mounting heights / locations per building shall be uniform.

E. Protect from damage until Substantial Completion; repair or replace damage items.

F. Signs fabricated incorrectly shall be promptly replaced at no cost to the Owner.

3.02 SIGN DETAILS

A. SEE SECTION 4 – SIGNAGE DETAILS, ATTACHED.

3.03 SIGN SCHEDULE

A. SEE SECTION 5 – SIGNAGE SCHEDULE, ATTACHED.

B. When room numbers scheduled to appear on signs differ from those on the drawings, the room numbers shown on the Schedule override those on the drawings.

END OF SECTION

SECTION 4 – SIGNAGE DETAILS

PART 4: SIGNAGE DETAILS

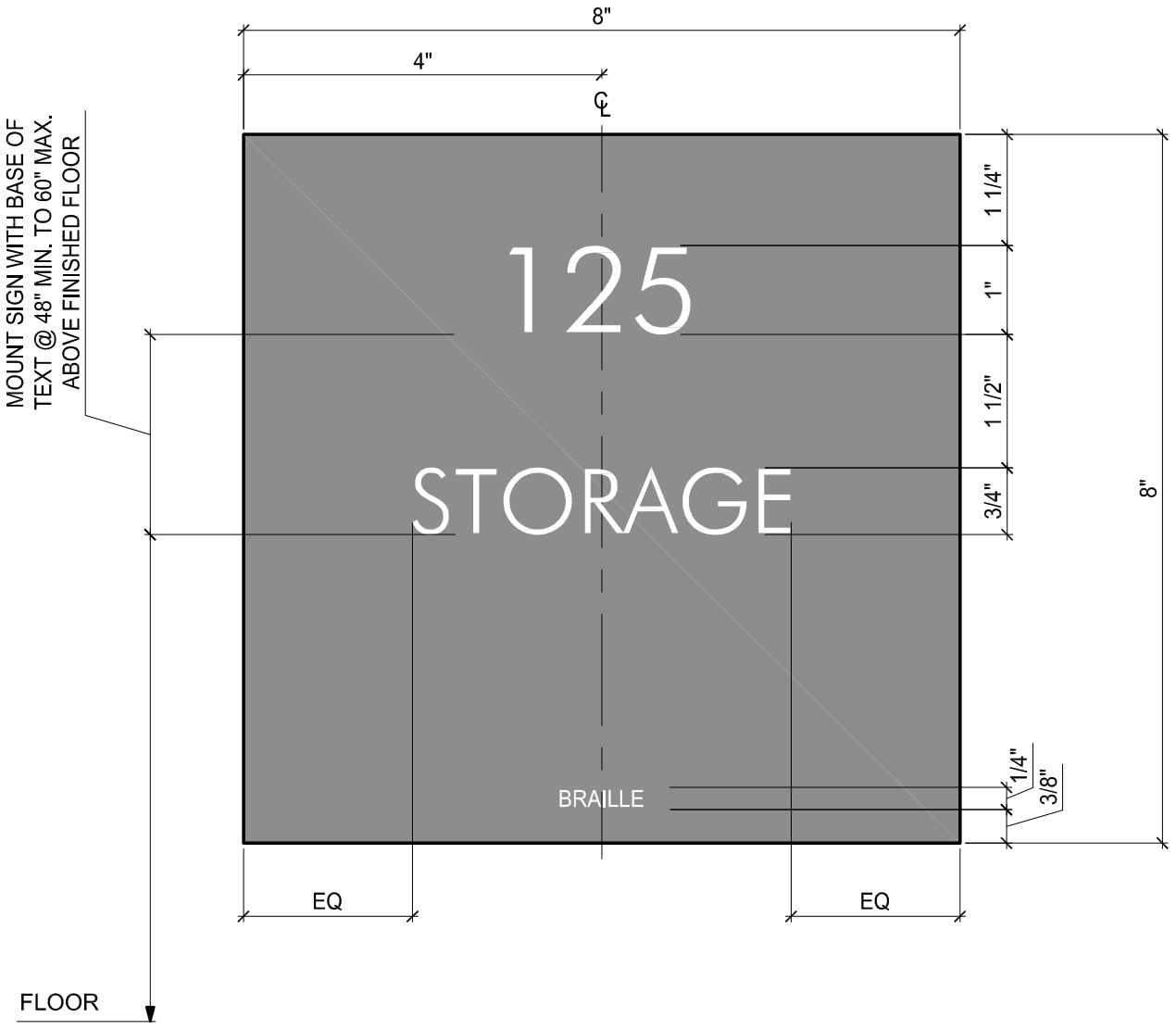
LIST OF SIGNAGE DETAIL DRAWINGS

Sheet No.	Sheet Title
A-01	Layout Type 1 Room Sign – 2 Text Lines
A-02	Layout Type 1 Room Sign – 3 Text Lines
A-03	Layout Type 2 Room Sign – 2 Text Lines
A-04	Layout Type 2 Room Sign – 3 Text Lines
A-05	Layout Type 3 Room Sign – 2 Text Lines
A-06	Layout Type 3 Room Sign – 3 Text Lines
A-07	Stair Sign – Corridor Side
A-08	Stair Sign – Stairwell Side
A-09	Ramp Sign
A-10	Womens Restroom Sign
A-11	Womens Accessible Restroom Sign
A-12	Mens Restroom Sign
A-13	Mens Accessible Restroom Sign
A-14	Unisex Restroom Sign
A-15	Unisex Accessible Restroom Sign
A-16	Accessible Entrance Sign
A-17	Accessible Entrance Sign
A-18	Ramp Sign
A-19	Typical Sign Mounting Location Showing Clear Floor Area

END OF SECTION

SPECIFICATIONS:

1. RAISED CHARACTERS TO BE 1/32" MINIMUM ABOVE BACKGROUND
2. ALL CHARACTERS TO BE UPPERCASE
3. SANS SERIF CHARACTERS
4. 5/8" MINIMUM / 2" MAXIMUM CHARACTER HEIGHT
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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DATE	CHECKED	DESCRIPTION
1/27/2016		LAYOUT TYPE 1 ROOM SIGN 2 TEXT LINES
REVISION		

SHEET No. A-01

PROJ.# 15036-A

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SPECIFICATIONS:

1. RAISED CHARACTERS TO BE 1/32" MINIMUM ABOVE BACKGROUND
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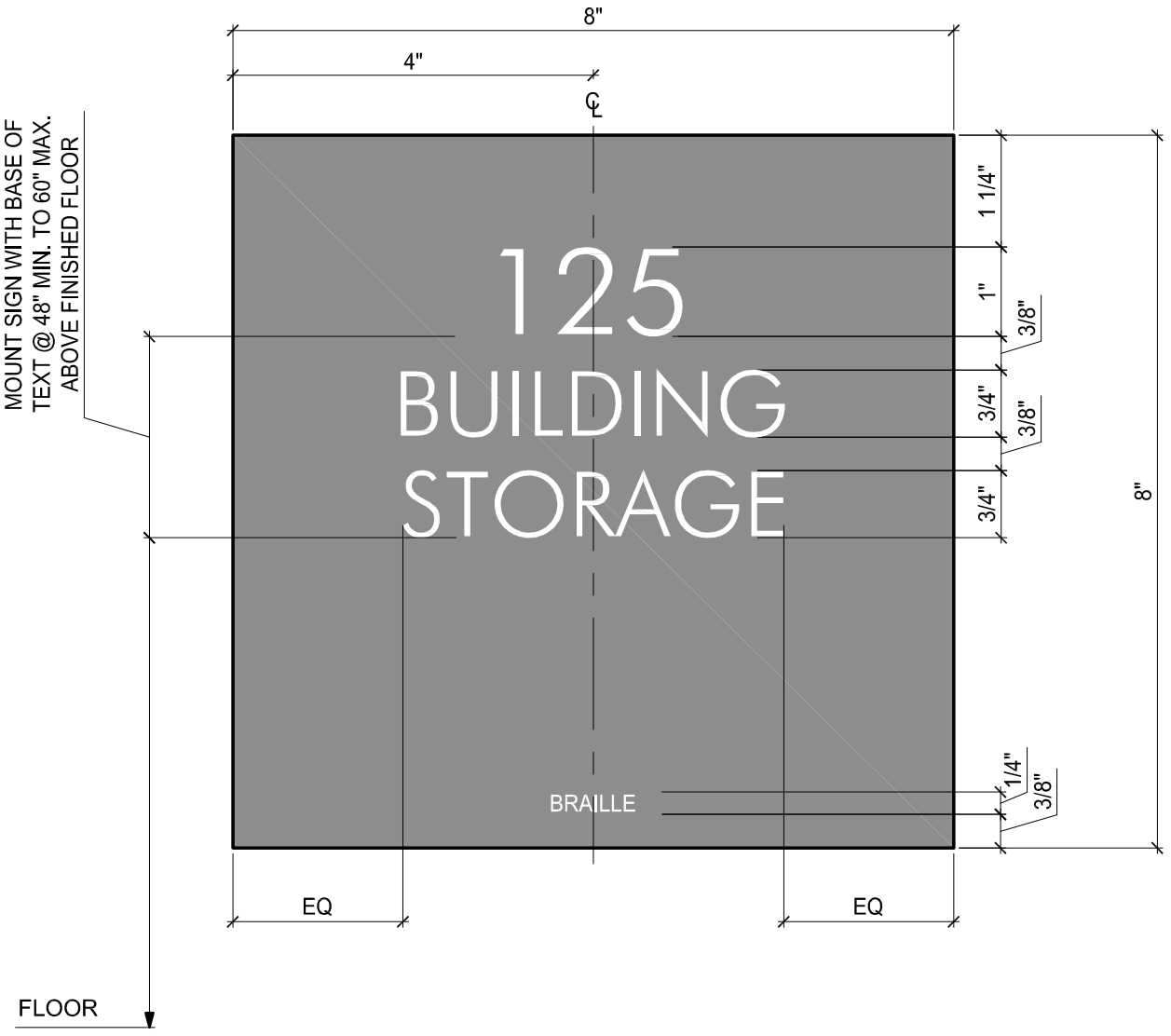
4. 5/8" MINIMUM / 2" MAXIMUM CHARACTER HEIGHT
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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SHEET No. A-02

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SPECIFICATIONS:

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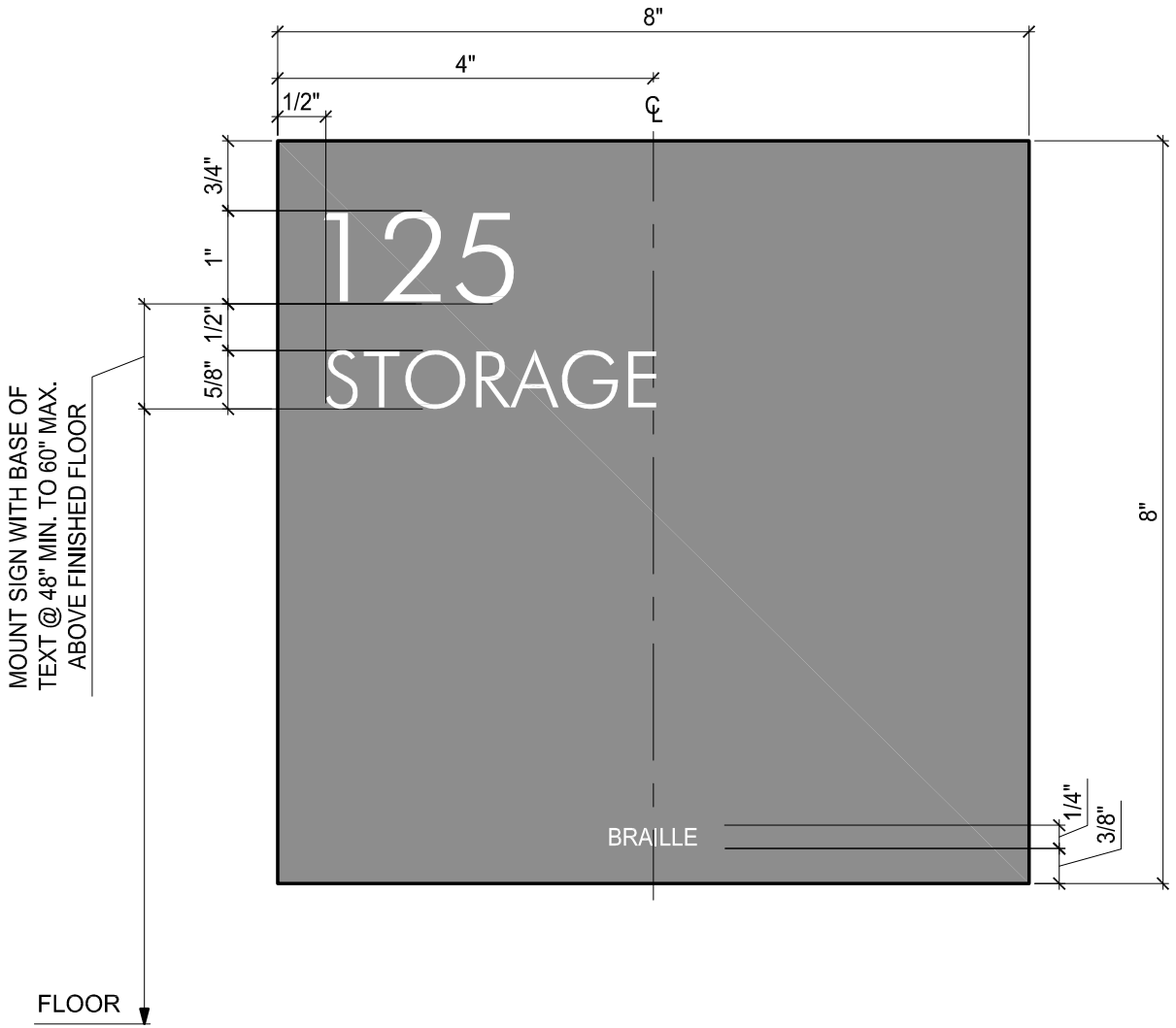
2. ALL CHARACTERS TO BE UPPERCASE
3. SANS SERIF CHARACTERS
4. 5/8" MINIMUM / 2" MAXIMUM CHARACTER HEIGHT
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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SHEET No. A-03

DATE	CHECKED	DESCRIPTION
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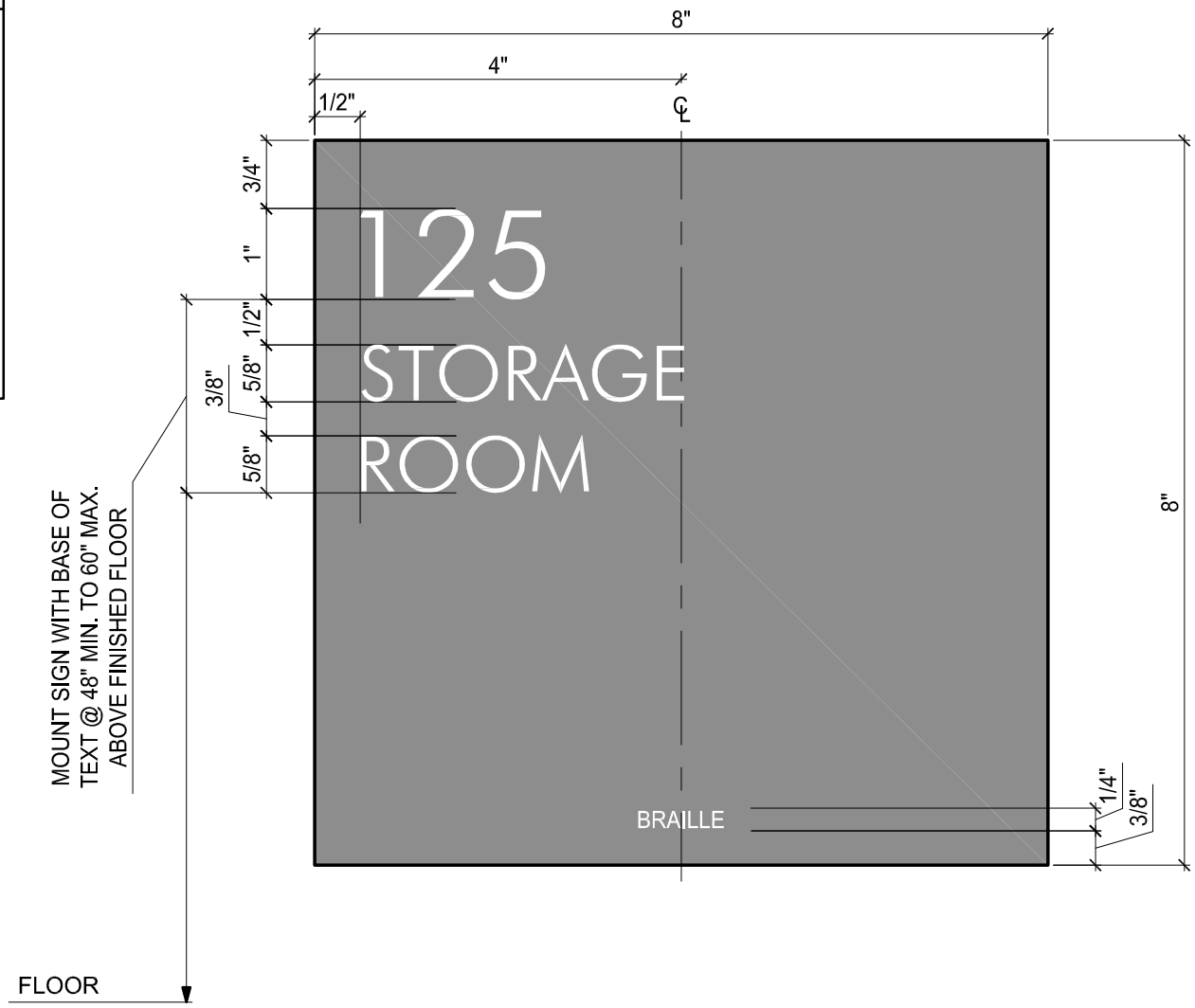
SPECIFICATIONS:

1. RAISED CHARACTERS TO BE 1/32" MINIMUM ABOVE BACKGROUND
2. ALL CHARACTERS TO BE UPPERCASE
3. SANS SERIF CHARACTERS
4. 5/8" MINIMUM / 2" MAXIMUM CHARACTER HEIGHT
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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DATE	CHECKED	DESCRIPTION
1/27/2016		LAYOUT TYPE 2 ROOM SIGN 3 TEXT LINES
REVISION		

SHEET No. A-04

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SPECIFICATIONS:

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3. SANS SERIF CHARACTERS
4. 5/8" MINIMUM / 2" MAXIMUM CHARACTER HEIGHT
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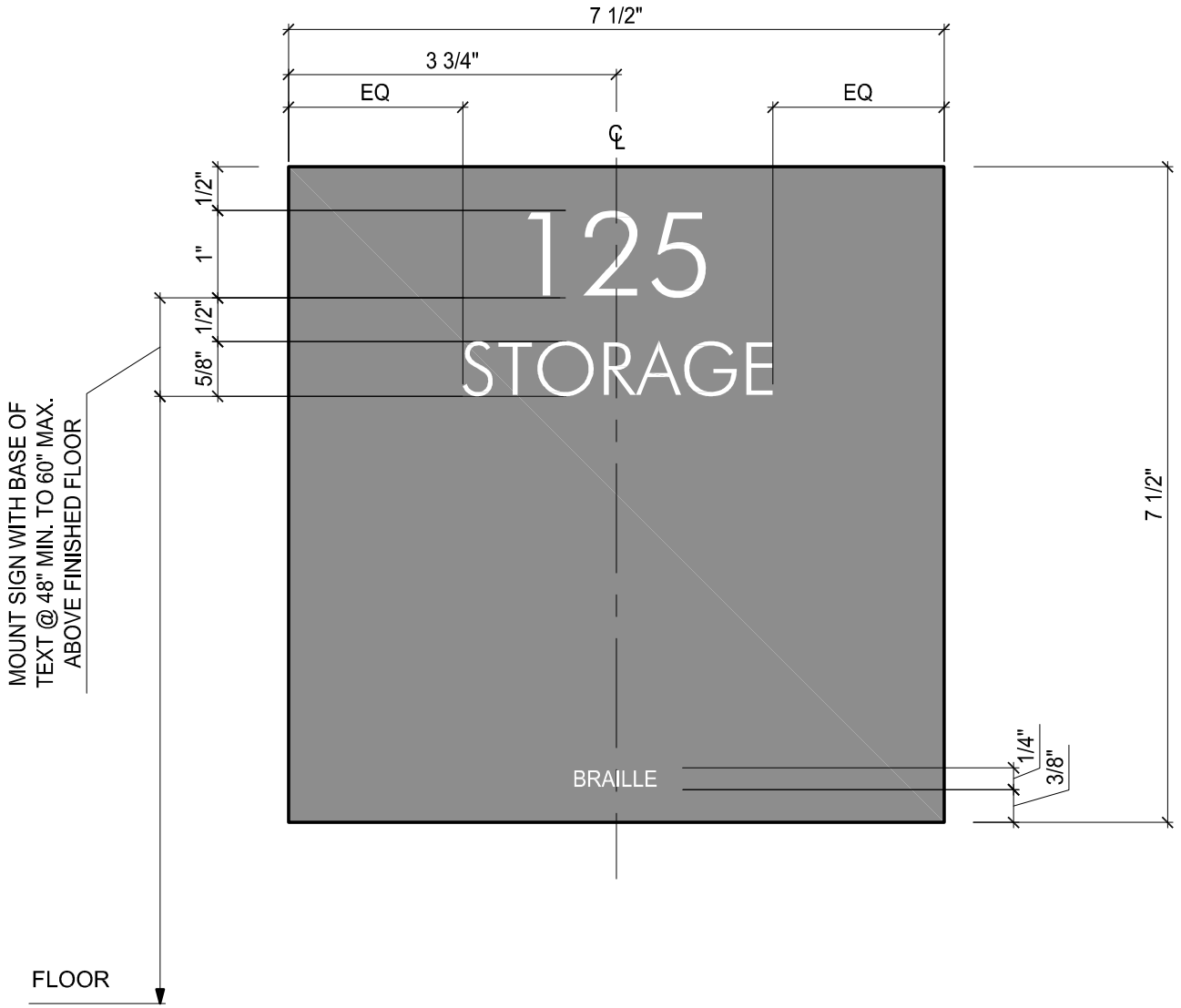

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SHEET No. A-05

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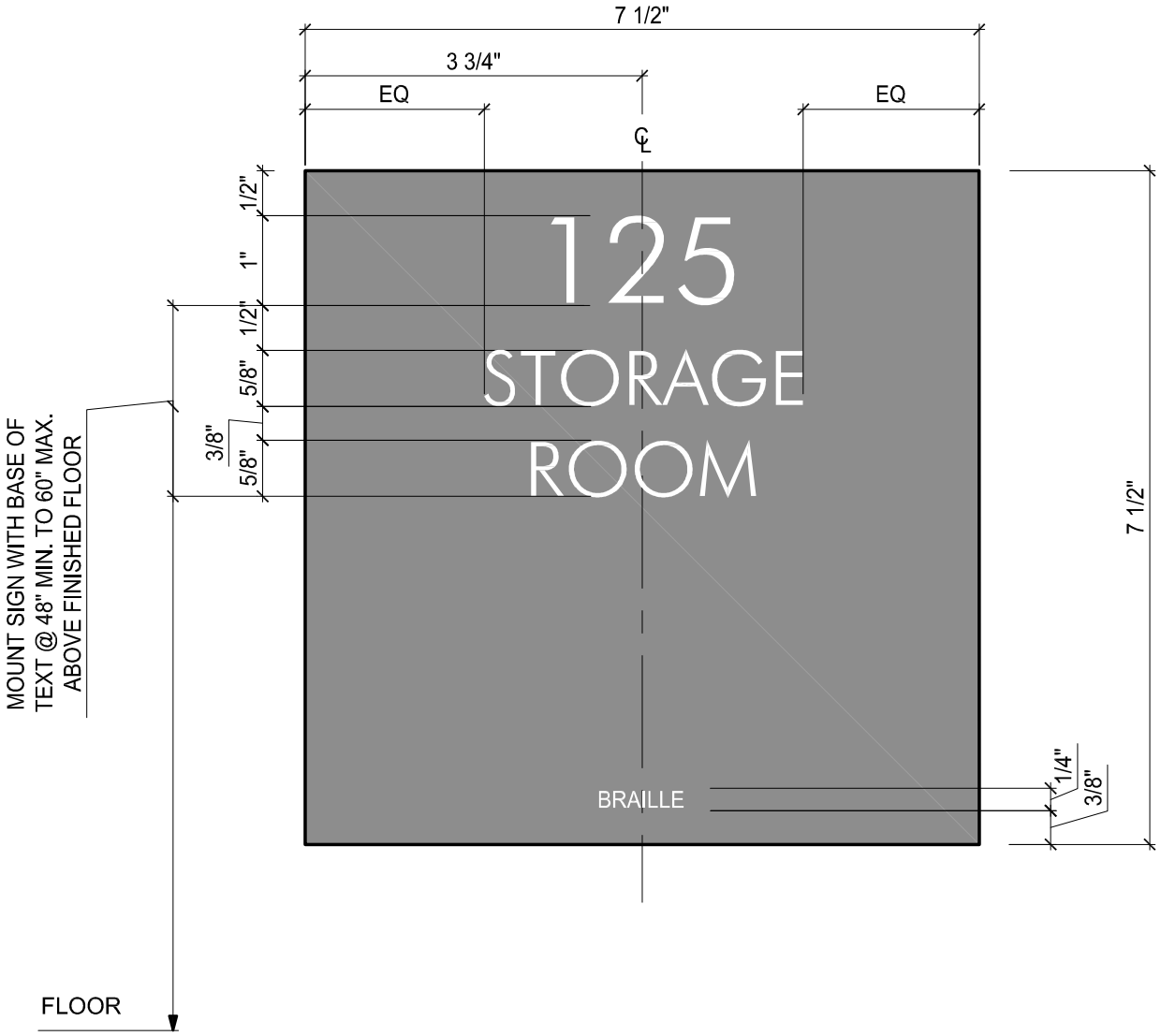
SPECIFICATIONS:

1. RAISED CHARACTERS TO BE 1/32" MINIMUM ABOVE BACKGROUND
2. ALL CHARACTERS TO BE UPPERCASE
3. SANS SERIF CHARACTERS
4. 5/8" MINIMUM / 2" MAXIMUM CHARACTER HEIGHT
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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SHEET No. A-06

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SPECIFICATIONS:

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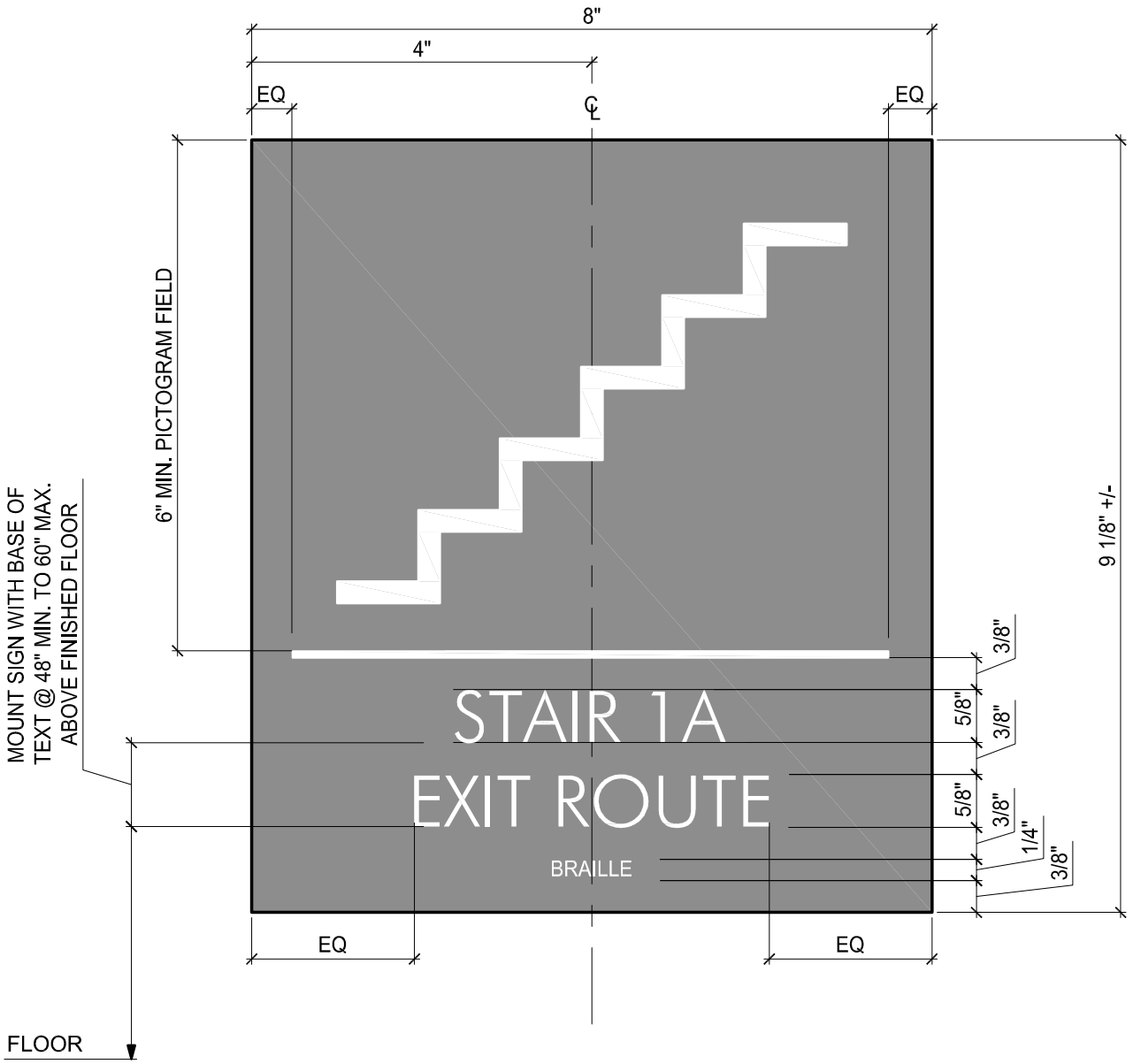
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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DATE	CHECKED	DESCRIPTION
1/27/2016		STAIR SIGN CORRIDOR SIDE
REVISION		

SHEET No. A-07

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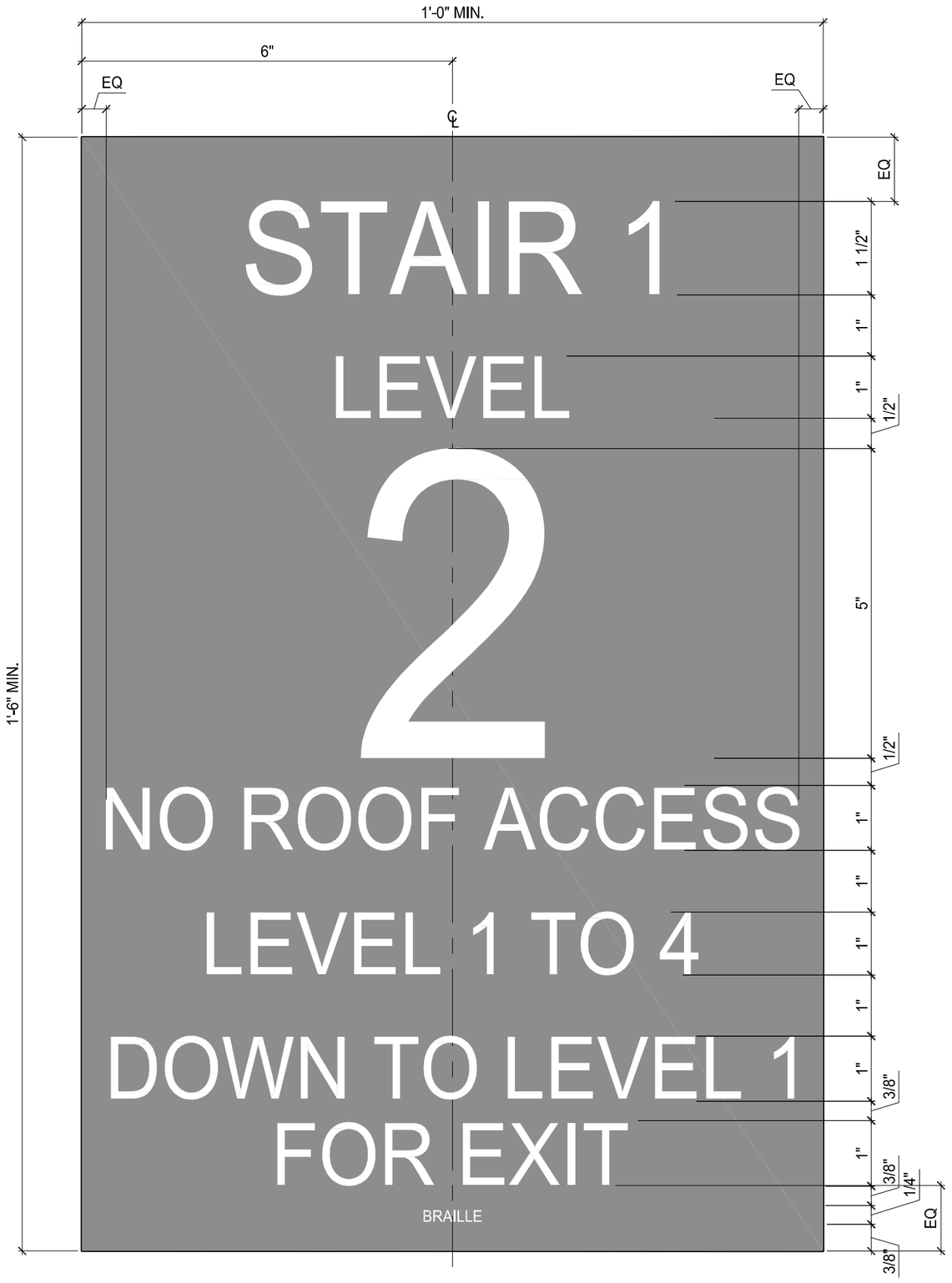
SPECIFICATIONS:

1. RAISED CHARACTERS TO BE 1/32" MINIMUM ABOVE BACKGROUND
2. ALL CHARACTERS TO BE UPPERCASE
3. SANS SERIF CHARACTERS
4. 1" MINIMUM / 5" MAXIMUM CHARACTER HEIGHT
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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SHEET No.	A-08
DATE	1/27/2016
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DESCRIPTION

STAIR SIGN
STAIRWELL SIDE

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30 YEARS

SPECIFICATIONS:

1. RAISED CHARACTERS TO BE 1/32" MINIMUM ABOVE BACKGROUND
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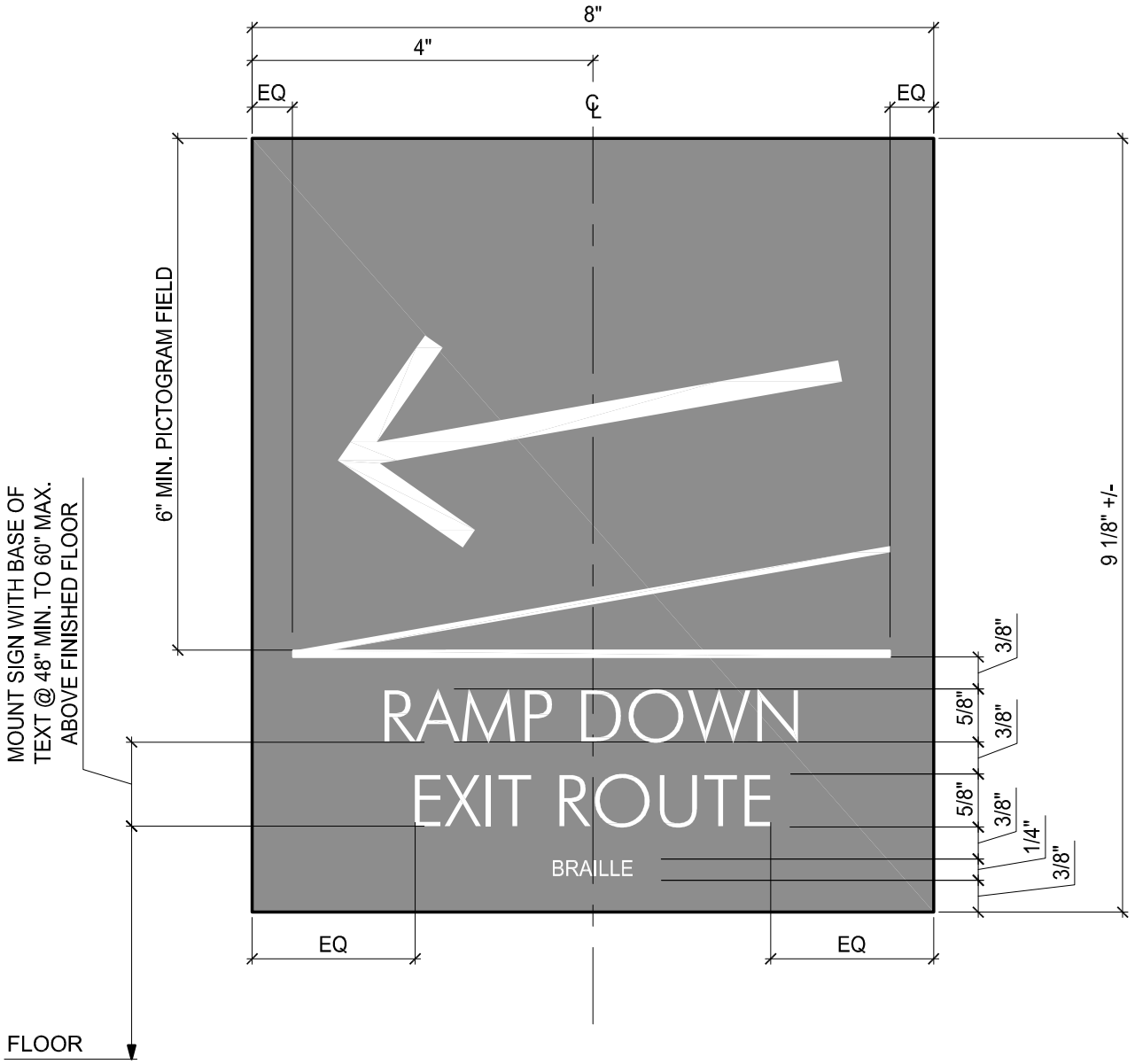
4. 5/8" MINIMUM / 2" MAXIMUM CHARACTER HEIGHT
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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1/27/2016		RAMP SIGN
REVISION		

SHEET No. A-09

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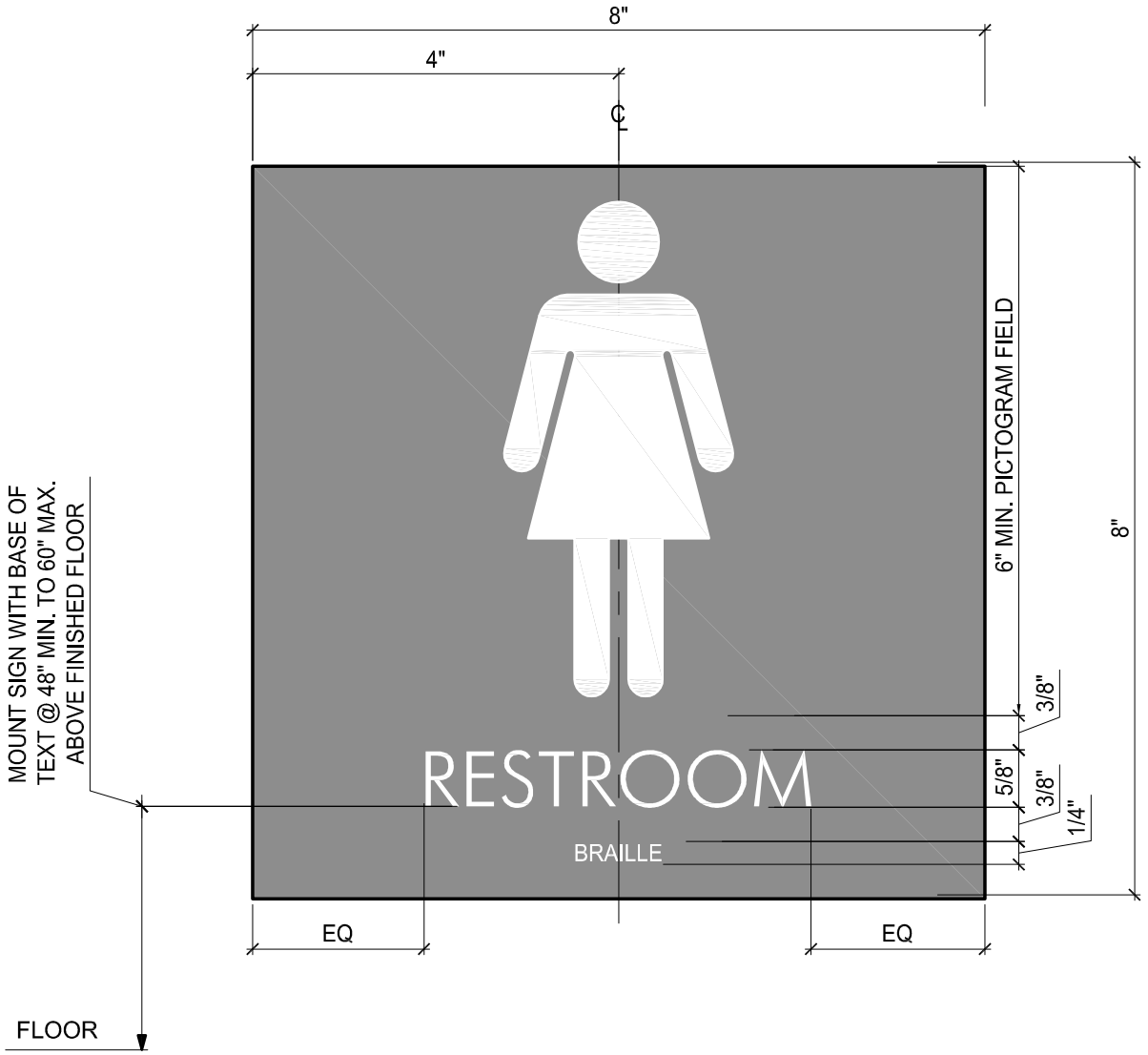

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SHEET No. A-10

DATE	CHECKED	DESCRIPTION
1/27/2016		WOMENS RESTROOM SIGN
REVISION		

PROJ.# 15036-A

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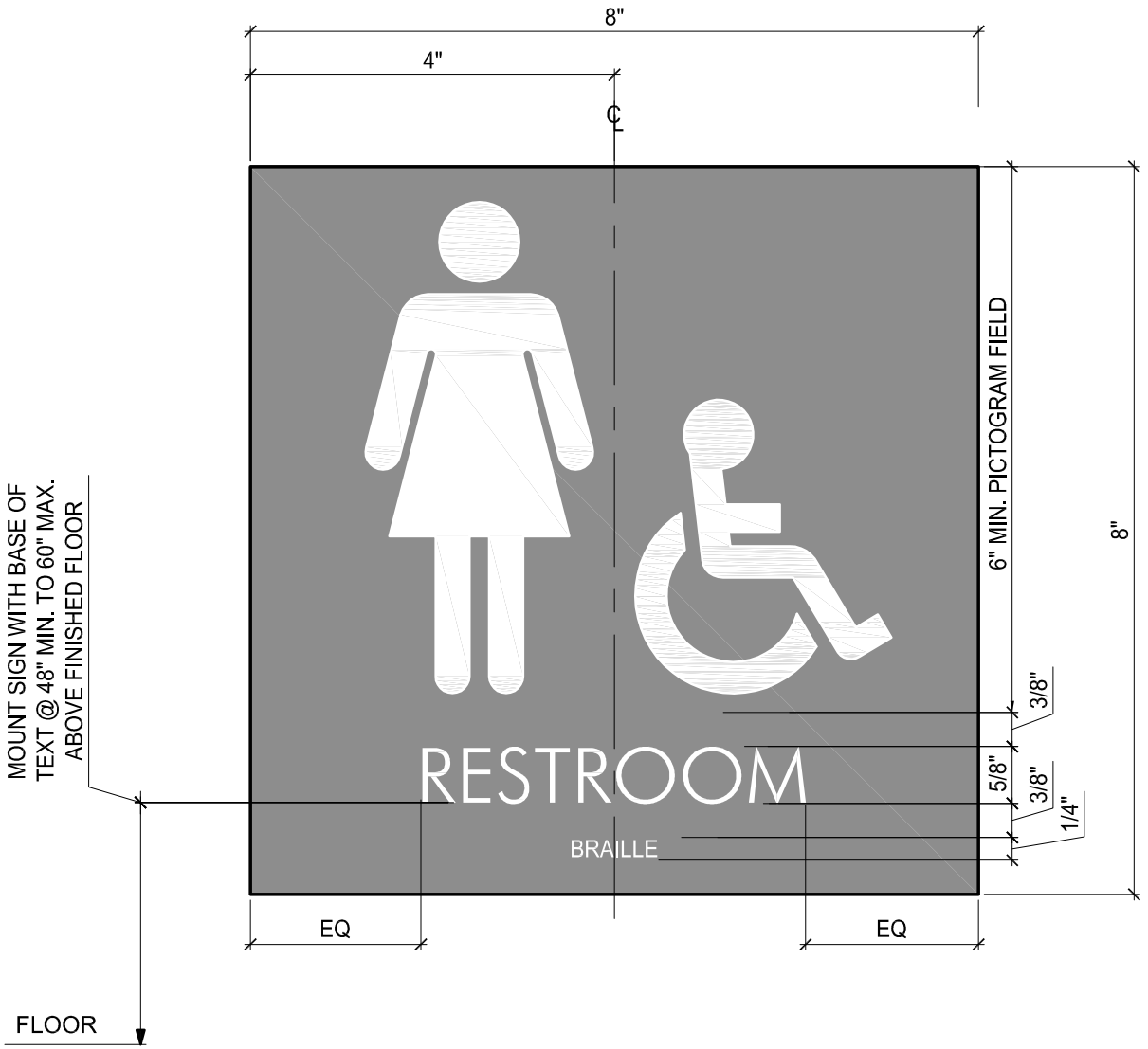

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CITY OF SOMERVILLE ADA SIGNAGE
CAPITAL PROJECTS AND PLANNING DEPARTMENT

DATE	CHECKED	DESCRIPTION
1/27/2016		WOMENS ACCESSIBLE RESTROOM SIGN
REVISION		

SHEET No. A-11

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SPECIFICATIONS:

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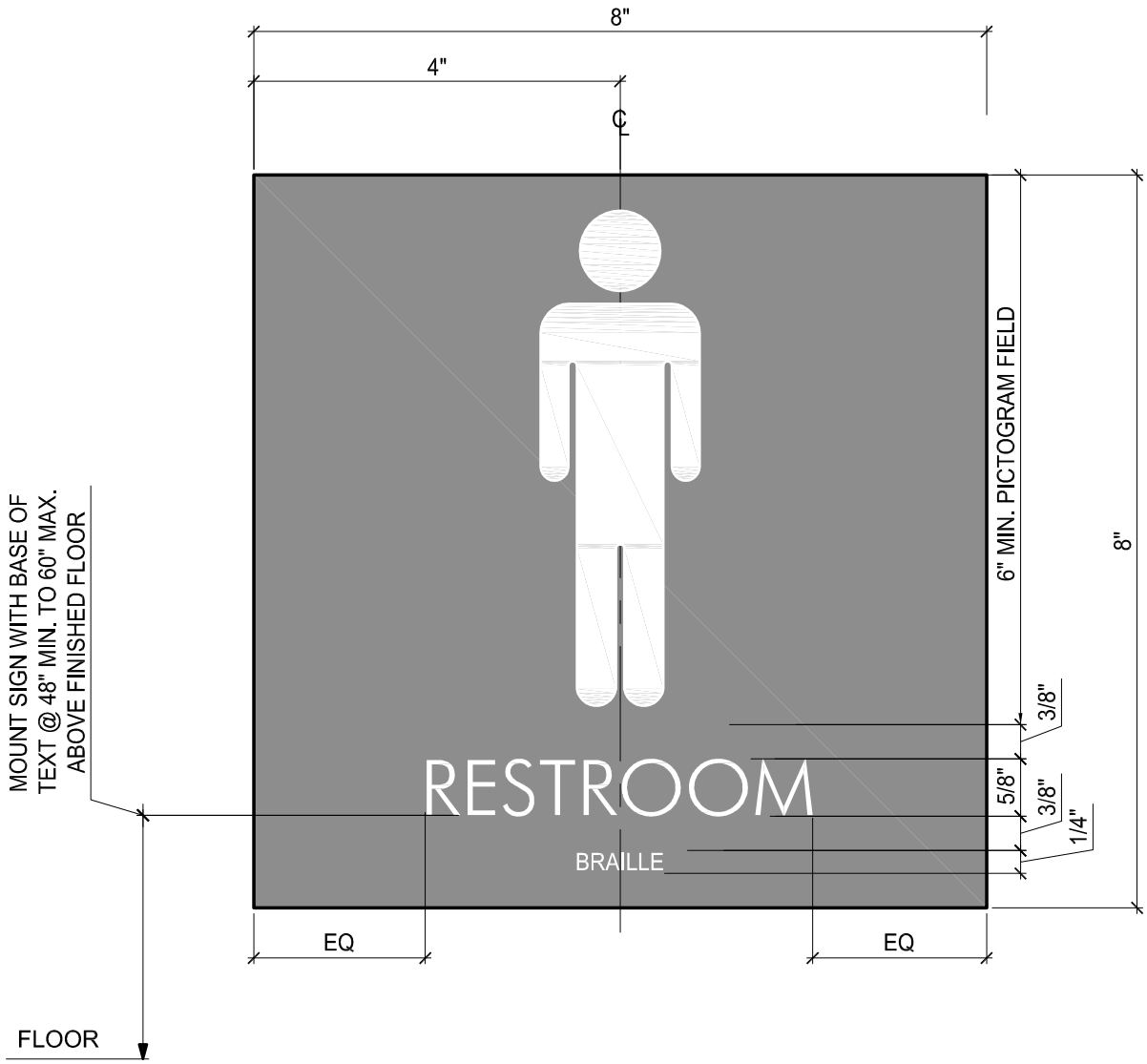

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DATE	CHECKED	DESCRIPTION
1/27/2016		MENS RESTROOM SIGN
REVISION		

SHEET No. A-12

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SPECIFICATIONS:

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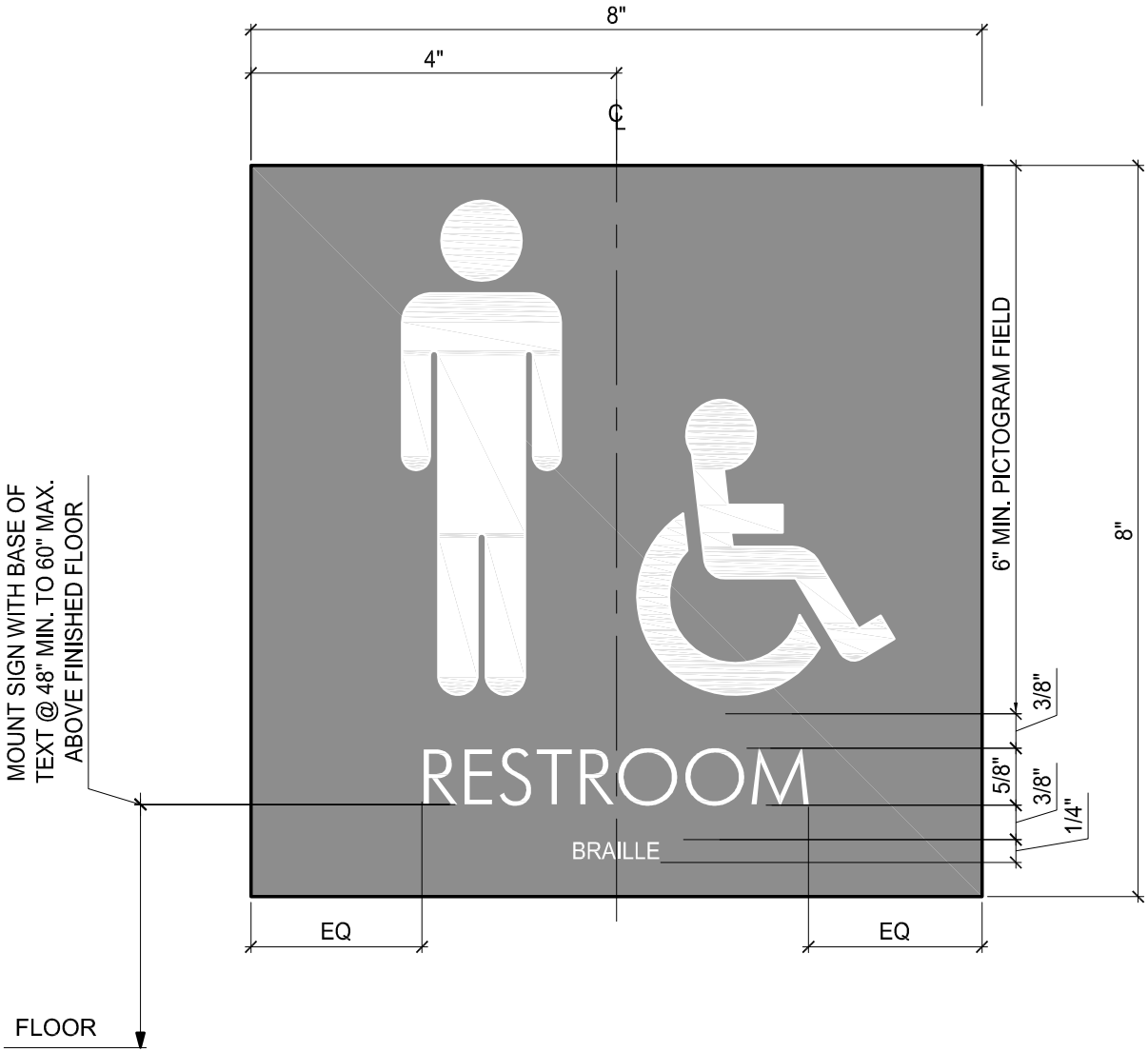
4. 5/8" MINIMUM / 2" MAXIMUM CHARACTER HEIGHT
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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CITY OF SOMERVILLE ADA SIGNAGE
CAPITAL PROJECTS AND PLANNING DEPARTMENT

DATE	CHECKED	DESCRIPTION
1/27/2016		MENS ACCESSIBLE RESTROOM SIGN
REVISION		

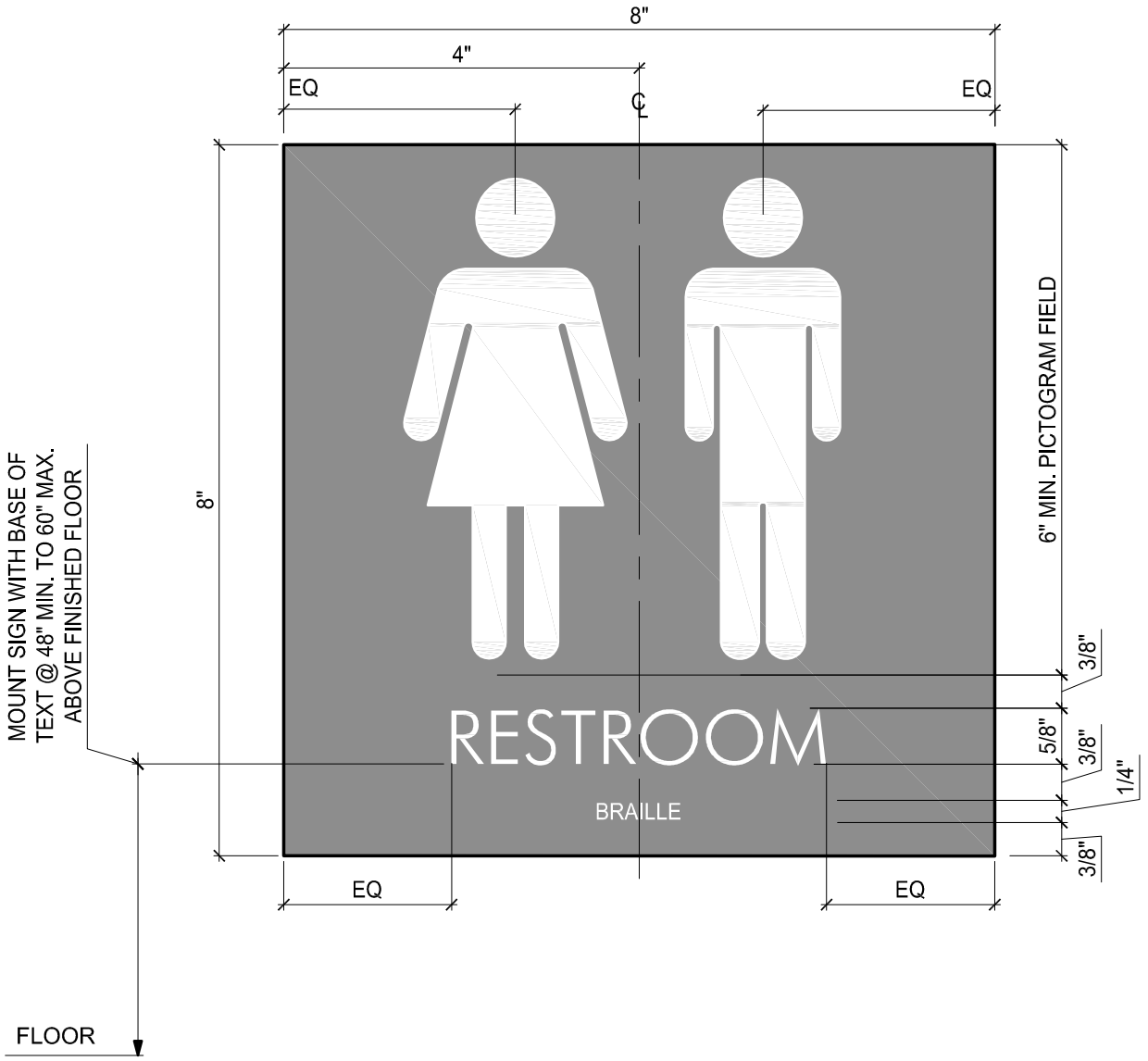
SHEET No. A-13

PROJ.# 15036-A

P:\2015\15036-A\SHEETS\15036-A_SK Signage.dwg Jan 29 , 2016 - 10:56 am GCHRISTENSEN

SPECIFICATIONS:

1. RAISED CHARACTERS TO BE 1/32" MINIMUM ABOVE BACKGROUND
2. ALL CHARACTERS TO BE UPPERCASE
3. SANS SERIF CHARACTERS
4. 5/8" MINIMUM / 2" MAXIMUM CHARACTER HEIGHT
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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CITY OF SOMERVILLE ADA SIGNAGE
CAPITAL PROJECTS AND PLANNING DEPARTMENT

SHEET No. A-14

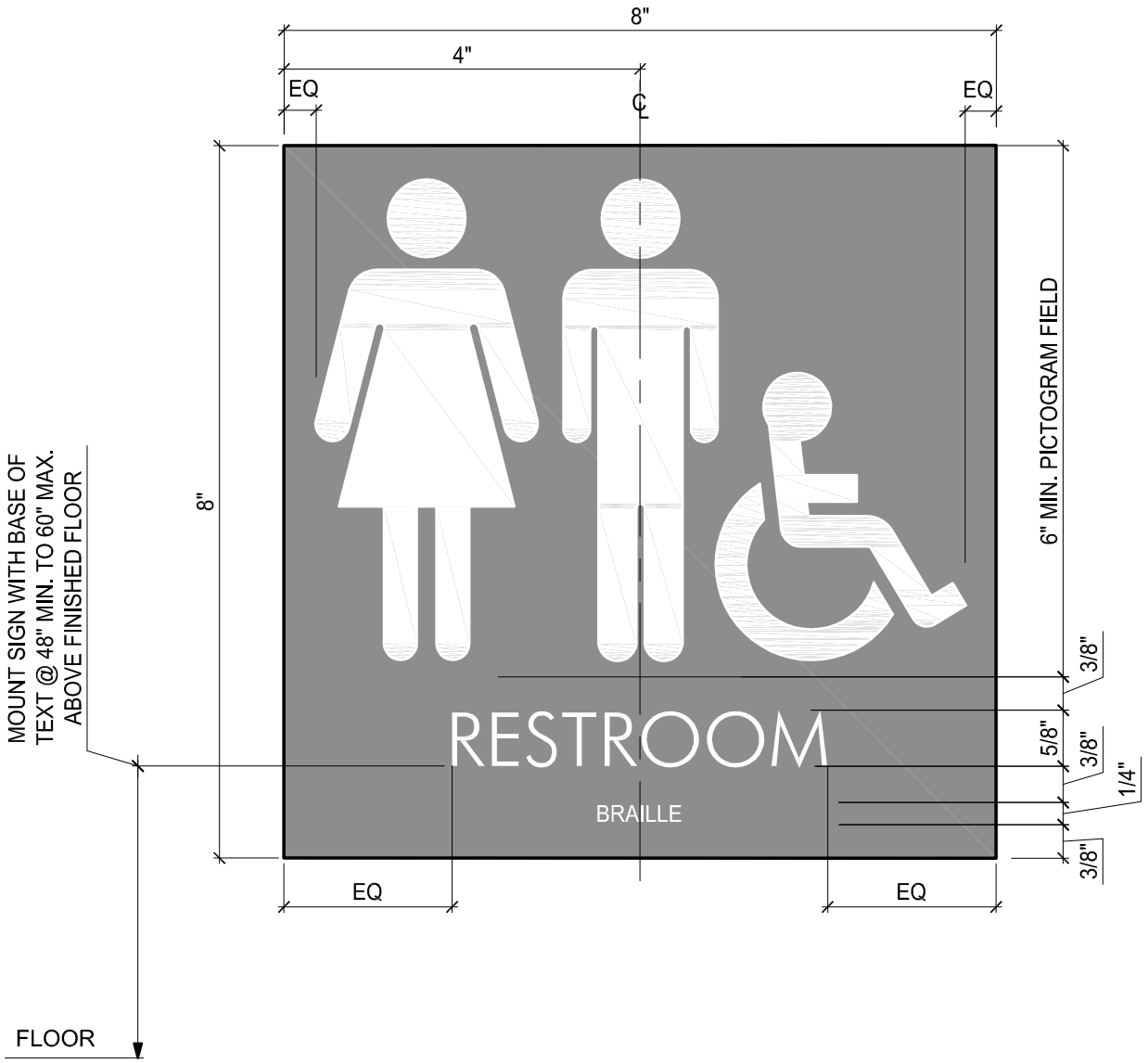
DATE	CHECKED	DESCRIPTION
1/27/2016		UNISEX RESTROOM SIGN
REVISION		

PROJ.# 15036-A

P:\2015\15036-A\SHEETS\15036-A_SK Signage.dwg Jan 29 , 2016 - 10:56 am GCHRISTENSEN

SPECIFICATIONS:

1. RAISED CHARACTERS TO BE 1/32" MINIMUM ABOVE BACKGROUND
2. ALL CHARACTERS TO BE UPPERCASE
3. SANS SERIF CHARACTERS
4. 5/8" MINIMUM / 2" MAXIMUM CHARACTER HEIGHT
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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CITY OF SOMERVILLE ADA SIGNAGE
CAPITAL PROJECTS AND PLANNING DEPARTMENT

SHEET No. A-15

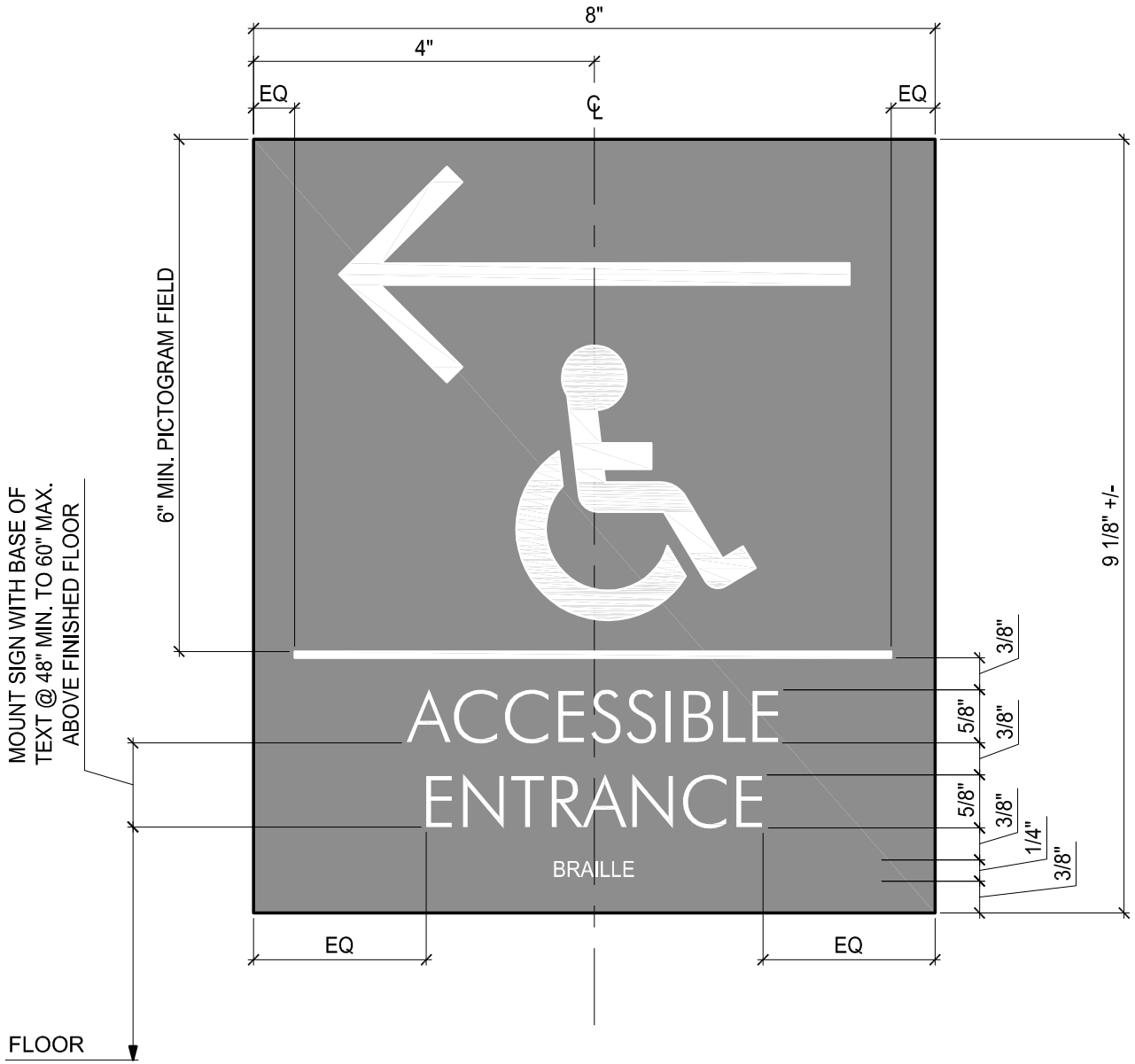
DATE	CHECKED	DESCRIPTION
1/27/2016		UNISEX ACCESSIBLE RESTROOM SIGN
REVISION		

PROJ.# 15036-A

P:\2015\15036-A\SHEETS\15036-A_SK Signage.dwg Jan 29 , 2016 - 10:56 am GCHRISTENSEN

SPECIFICATIONS:

1. RAISED CHARACTERS TO BE 1/32" MINIMUM ABOVE BACKGROUND
2. ALL CHARACTERS TO BE UPPERCASE
3. SANS SERIF CHARACTERS
4. 5/8" MINIMUM / 2" MAXIMUM CHARACTER HEIGHT
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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CITY OF SOMERVILLE ADA SIGNAGE
CAPITAL PROJECTS AND PLANNING DEPARTMENT

DATE	CHECKED	DESCRIPTION
1/27/2016		ACCESSIBLE ENTRANCE SIGN
REVISION		

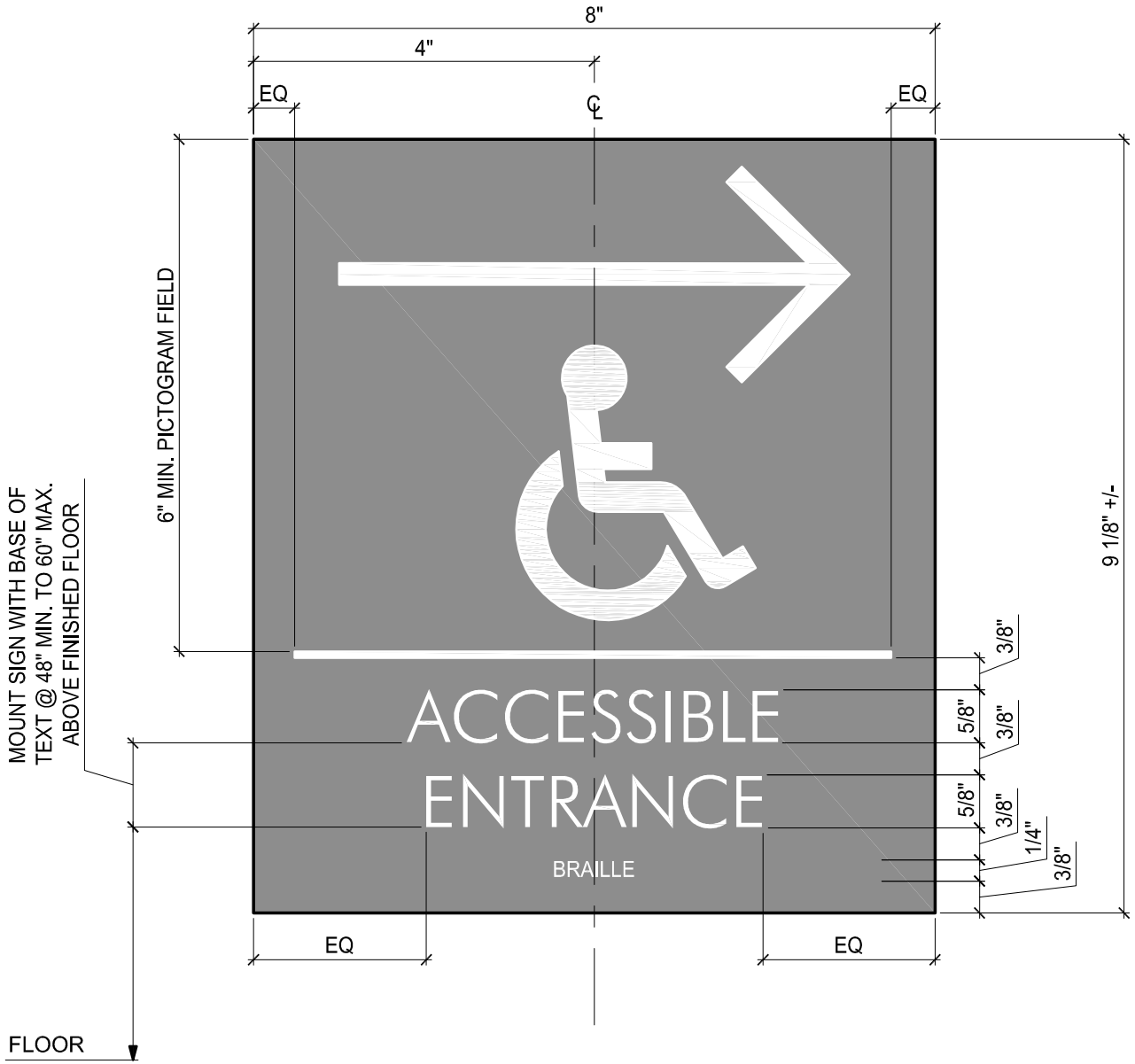
SHEET No. A-16

PROJ.# 15036-A

P:\2015\15036-A\SHEETS\15036-A_SK Signage.dwg Jan 29 , 2016 - 10:56 am GCHRISTENSEN

SPECIFICATIONS:

1. RAISED CHARACTERS TO BE 1/32" MINIMUM ABOVE BACKGROUND
2. ALL CHARACTERS TO BE UPPERCASE
3. SANS SERIF CHARACTERS
4. 5/8" MINIMUM / 2" MAXIMUM CHARACTER HEIGHT
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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CITY OF SOMERVILLE ADA SIGNAGE
CAPITAL PROJECTS AND PLANNING DEPARTMENT

SHEET No. A-17

DATE	CHECKED	DESCRIPTION
1/27/2016		ACCESSIBLE ENTRANCE SIGN
REVISION		

PROJ.# 15036-A

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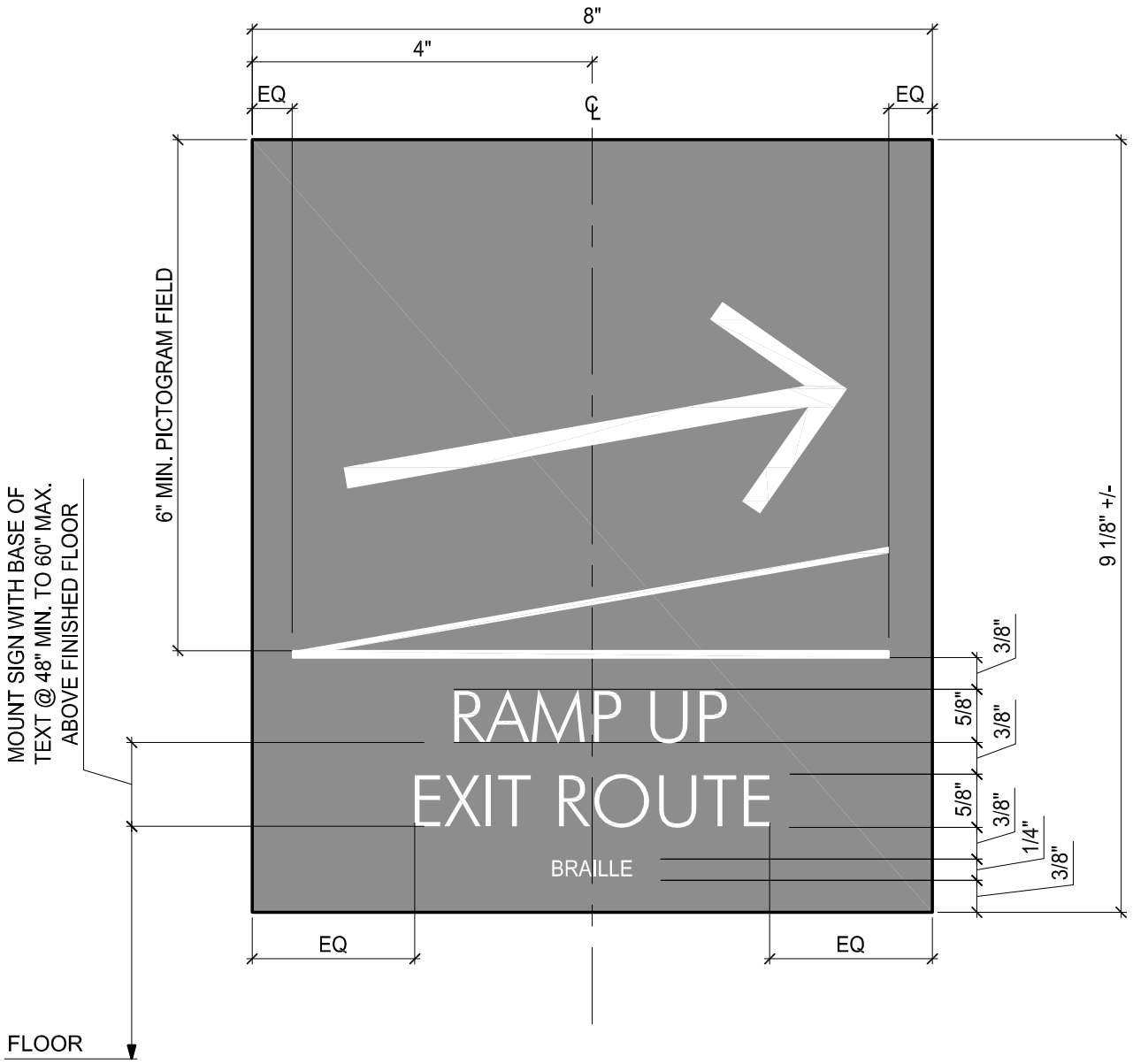
SPECIFICATIONS:

1. RAISED CHARACTERS TO BE 1/32" MINIMUM ABOVE BACKGROUND
2. ALL CHARACTERS TO BE UPPERCASE
3. SANS SERIF CHARACTERS
4. 5/8" MINIMUM / 2" MAXIMUM CHARACTER HEIGHT
5. GRADE 2 BRAILLE WITH DOMED OR ROUND SHAPE



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CITY OF SOMERVILLE ADA SIGNAGE
CAPITAL PROJECTS AND PLANNING DEPARTMENT

DATE	CHECKED	DESCRIPTION
1/27/2016		RAMP SIGN
REVISION		

SHEET No. A-18

PROJ.# 15036-A

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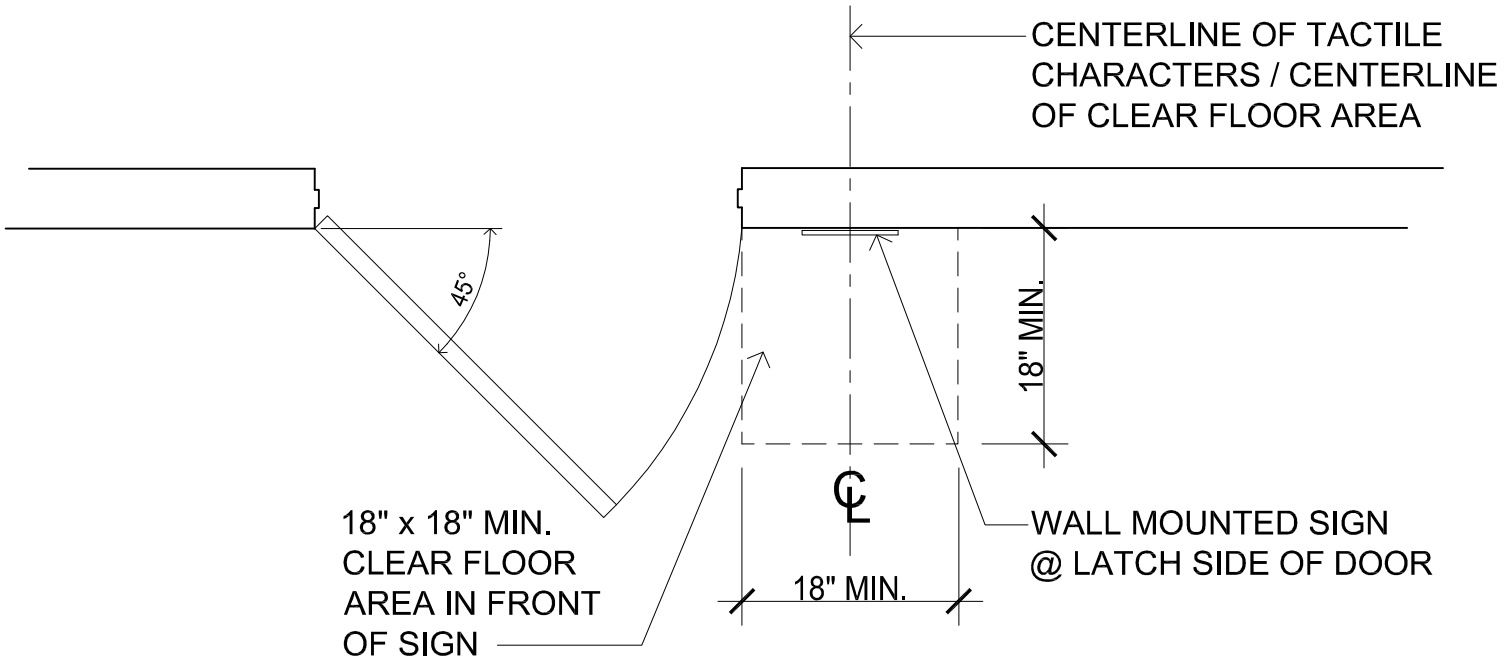

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CITY OF SOMERVILLE ADA SIGNAGE
CAPITAL PROJECTS AND PLANNING DEPARTMENT

DATE	CHECKED	DESCRIPTION
1/27/2016		TYPICAL SIGN MOUNTING LOCATION SHOWING CLEAR FLOOR AREA
REVISION		

SHEET No. A-19

PROJ.# 15036-A

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SECTION 5 – SIGNAGE SCHEDULE

PART 5: SIGNAGE SCHEDULE

	Pages
List of Abbreviations	0
Central Public Library	1-4
East Branch Library	5
Cross Street Center	6
Argenziano School	8-14
Capuano School	15-19
Healey School	20
Somerville High School	21-44
Kennedy School	45-53
West Somerville Neighborhood School	54-57
Brown School	58-61
Winter Hill Community School	62-70
Drinking Fountain Signs	71

END OF SECTION

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SIGNAGE SCHEDULE
LIST OF ABBREVIATIONS

E.T.R.	Existing to Remain
G.W.B	Gypsum Wallboard
CMU	Concrete Block
C.T.	Ceramic Tile
WD	Wood

GENERAL NOTE:

At all Glass Mounting Surface locations noted in schedule, install a blank sign on the reverse side of the glass. See spec. 10 14 00 2.03.A.7

Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.01	1	101	TEEN ROOM		GLASS	*2
1.02	1	M-101	MECHANICAL ROOM		G.W.B	
1.03	1	111	OFFICE		G.W.B	
1.04		STAIR 2	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ EXIT THIS LEVEL	A-08		
1.05	1	111	OFFICE		BRICK	
1.06		STAIR 2	EMERGENCY EXIT ROUTE	A-07	BRICK	PICTOGRAM
1.07	1	ST-101	STORAGE		BRICK	
1.08	1	110D	OFFICE		G.W.B	
1.09	1	110C	OFFICE		G.W.B	
1.10	1	110B	OFFICE		G.W.B	
1.11	1	110A	OFFICE		G.W.B	
1.12	1	110	STAFF OFFICES		BRICK	
1.13	1	108	OFFICE ¶ ADMINISTRATOR		BRICK	*1
1.14	1	107	OFFICE ¶ DIRECTOR OF LIBRARIES		BRICK	
1.15	1	ST-104	STORAGE		G.W.B	
1.16		STAIR 3	STAFF ONLY	A-07	BRICK	PICTOGRAM
1.17			RESTROOM	A-15	BRICK	PICTOGRAM
1.18	1	106	PROJECTION ROOM		BRICK	
1.19			RESTROOM	A-15		PICTOGRAM
1.20	1	105	OFFICE ¶ HEAD OF CIRCULATION		BRICK	
1.21	1	ST-102	STORAGE		BRICK	
1.22	1	102	AUDITORIUM		BRICK	*1
1.23	1	106	PROJECTION ROOM		BRICK	
1.24	1	109	KITCHEN		BRICK	
1.25	1	104	OFFICE		GLASS	*2
1.26		STAIR 1	WELLINGTON HALL	A-07	BRICK	*1
1.27	1	103	CHILDREN'S ROOM		BRICK	*1
1.28	1	112	OFFICE		G.W.B	
1.29			RESTROOM	A-10	G.W.B	PICTOGRAM
1.30			RESTROOM	A-12	G.W.B	PICTOGRAM
1.31	1	CC-101	CUSTODIAL CLOSET		G.W.B	
1.32	1	ST-103	STORAGE		G.W.B	
1.33	1	113	READING ROOM		G.W.B	
1.34	1	M-102	MECHANICAL ROOM		G.W.B	
1.35	1	114	OFFICE		METAL	
1.36		STAIR 4	EMERGENCY EXIT ROUTE	A-07	G.W.B	PICTOGRAM
1.37			ELEVATOR		BRICK	PICTOGRAM
1.38			RESTROOMS	A-15	BRICK	PICTOGRAM
1.39	1		EXIT		BRICK	
1.40	1		EXIT		BRICK	
1.41		STAIR 4	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ EXIT THIS LEVEL	A-08		

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1.42	1		EMERGENCY EXIT ROUTE		GLASS	*2
1.43	1		EXIT			
1.44	1		EXIT ROUTE		GLASS	*2
1.45	1		EXIT			

**1 REMOVE EXISTING WALL MTD WOOD SIGNAGE*

**2 PROVIDE BLANK SIGN OF SAME SIZE & MATERIAL TO BE MOUNTED ON REVERESE SIDE OF GLASS*

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.01	1	201	OFFICE ¶ REFERENCE SERVICES		METAL	
2.02	1	202	LOCAL HISTORY ROOM		GLASS	*2
2.03	1	M-201	MECHANICAL ROOM		G.W.B	
2.04	1	203	OFFICE ¶ ADULT SERVICES		GLASS	*2
2.05	1	204	QUIET STUDY ROOM		GLASS	*2
2.06	1	205	OFFICE ¶ REFERENCE STANDARDS		GLASS	*2
2.07	1	M-202	MECHANICAL ROOM		G.W.B	
2.08	1	M-202	MECHANICAL ROOM		G.W.B	
2.09		STAIR 4	EMERGENCY EXIT ROUTE	A-07	METAL	PICTOGRAM
2.10	1	206	QUIET STUDY ROOM		GLASS	*2
2.11	1	207	QUIET STUDY ROOM		GLASS	*2
2.12	1	M-203	MECHANICAL ROOM		G.W.B	
2.13		M-203	MECHANICAL ROOM		G.W.B	
2.14		STAIR 2	EMERGENCY EXIT ROUTE	A-07	METAL	PICTOGRAM
2.15		STAIR 1	EXIT STAIR	A-07	BRICK	PICTOGRAM
2.16		STAIR 2	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08		
2.17		STAIR 4	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08		
2.18	1		STORAGE		G.W.B.	
2.19						
2.20						
2.21						
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**2 PROVIDE BLANK SIGN OF SAME SIZE & MATERIAL TO BE MOUNTED ON REVERESE SIDE OF GLASS*

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Sign #	Sign Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.01		STAIR 1	EMERGENCY EXIT	A-07	G.W.B	PICTOGRAM
3.02		STAIR4	EMERGENCT EXIT	A-07	G.W.B	PICTOGRAM
3.03		STAIR 2	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08		
3.04		STAIR 4	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08		
3.05						
3.06						
3.07						
3.08						
3.09						
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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.01	1		EXIT			
1.02	1		EXIT ROUTE			
1.03	1		ELECTRICAL CLOSET		G.W.B	
1.04			RESTROOM	A-15	G.W.B	PICTOGRAM
1.05	1		BREAKROOM ¶ STAFF ONLY		G.W.B	
1.06			RESTROOM	A-14	G.W.B	PICTOGRAM
1.07	1		EXIT ROUTE		G.W.B	
1.08	1		EXIT		G.W.B	
1.09						
1.10						
1.11						
1.12						
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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.01	1	102	CROSS STREET CENTER		G.W.B	
1.02	1	ST-101	STORAGE		G.W.B	
1.03		STAIR 1		A-07	G.W.B	PICTOGRAM
1.04	1		EXIT ROUTE		G.W.B	
1.05		STAIR 1		A-07	G.W.B	PICTOGRAM
1.06			WOMEN	A-10	G.W.B	PICTOGRAM
1.07			MEN	A-12	G.W.B	PICTOGRAM
1.08	1	CC-101	CUSTODIAL CLOSET		G.W.B	
1.09	1		EXIT ROUTE		G.W.B	
1.10	1		EXIT		G.W.B	
1.11	1		HALL		G.W.B	
1.12	1	107	FOOD PANTRY		G.W.B	
1.13	1	108	OFFICE		G.W.B	
1.14	1		EXIT		G.W.B	
1.15	1		EXIT		G.W.B	
1.16	1	106	SUPPLY ROOM		G.W.B	
1.17	1	105	KITCHEN		G.W.B	
1.18	1	104	COMPUTER LAB		G.W.B	
1.19	1	103	OFFICE		G.W.B	
1.20	1		EXIT		G.W.B	
1.21		STAIR 2	BASEMENT ACCESS ONLY	A-07	G.W.B	PICTOGRAM
1.22		STAIR 1	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 2 ¶ EXIT THIS LEVEL	A-08	G.W.B	
1.23	1		EXIT		G.W.B	
1.24	1		HALL		G.W.B.	
1.25	1	102	CROSS STREET CENTER		G.W.B.	
1.26	1	ST-102	STORAGE			
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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.01	2		AUTOMATIC DOOR OPENER			ISA SYMBOL
1.02	2		EXIT		CMU	
1.03	2		DOORBELL ¶ INTERCOM		CMU	
1.04	2		EXIT ROUTE		CMU	
1.05		STAIR 1	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ EXIT THIS LEVEL	A-08	C.T.	
1.06		STAIR1		A-07	CMU	PICTOGRAM
1.07						E.T.R
1.08						E.T.R
1.09						E.T.R
1.10						E.T.R
1.11						E.T.R
1.12			STORAGE			
1.13	2	102A	WORKROOM		G.W.B	
1.14						E.T.R
1.15						E.T.R
1.16						E.T.R
1.17						E.T.R
1.18						E.T.R
1.19						E.T.R
1.20	2	102	RECEPTION		G.W.B	
1.21						E.T.R
1.22						E.T.R
1.23						E.T.R
1.24	2	105	TEACHER PLANNING			
1.25	2	103	PARENTS RESOURCE		G.W.B	
1.26					G.W.B	
1.27						E.T.R
1.28						E.T.R
1.29						E.T.R
1.30						E.T.R
1.31						E.T.R
1.32						E.T.R
1.33						E.T.R
1.34						E.T.R
1.35						E.T.R
1.36						E.T.R
1.37						E.T.R
1.38						E.T.R
1.39	2		EXIT		CMU	
1.40	2	108	GYM		CMU	
1.41						E.T.R
1.42	2	114	CLASSROOM		G.W.B	
1.43						E.T.R

Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.44	2	112	CLASSROOM		G.W.B	
1.45						E.T.R
1.46	2	ST-107	STORAGE		G.W.B	
1.47		STAIR 2	EXIT ROUTE	A-07	CMU	PICTOGRAM
1.48		STAIR 2	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ EXIT THIS LEVEL	A-08	C.T.	
1.49	2		EXIT		C.T.	
1.50						E.T.R
1.51						E.T.R
1.52	2	111	CLASSROOM		G.W.B	
1.53						E.T.R
1.54	2	115	CLASSROOM		G.W.B	
1.55						E.T.R
1.56						E.T.R
1.57						E.T.R
1.58						E.T.R
1.59						E.T.R
1.60						E.T.R
1.61	2		EXIT		CMU	
1.62	2		EXIT		CMU	
1.63	2	130	FOOD SERVICE		CMU	
1.64	2	130	FOOD SERVICE		CMU	
1.65	2	130	FOOD SERVICE		CMU	
1.66	2	130	FOOD SERVICE		CMU	
1.67	2	ST-106	DRY STORAGE		C.T.	
1.68						E.T.R
1.69						E.T.R
1.70						E.T.R
1.71						E.T.R
1.72						E.T.R
1.73	2	133	CUSTODIAL		C.T.	
1.74	2	130	FOOD PREP		CMU	
1.75						E..T.R.
1.76	2		EXIT		CMU	
1.77						E.T.R.
1.78						E.T.R.
1.79	2		EXIT		CMU	
1.80						E.T.R.
1.81	2		EXIT		CMU	
1.82	2		CORRIDOR		G.W.B	
1.83	2	133	CUSTODIAL		CMU	
1.84		STAIR 4	EXIT ROUTE	A-07		PICTOGRAM
1.85		STAIR 4	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ EXIT THIS LEVEL	A-08	C.T.	

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.86	2		EXIT ROUTE		C.T.	
1.87	2		EXIT		C.T.	
1.88						E.T.R
1.89						E.T.R
1.90						E.T.R
1.91	2	126	CLASSROOM		G.W.B	
1.92						E.T.R
1.93						E.T.R
1.94						E.T.R
1.95	2	122	CLASSROOM		G.W.B	
1.96						E.T.R
1.97		STAIR 3	EXIT ROUTE	A-07	CMU	PICTOGRAM
1.98	2		EXIT		C.T.	
1.99						E.T.R
1.100	2	ST-108	STORAGE		G.W.B	
1.101						E.T.R
1.102	2	121	CLASSROOM			
1.103						E.T.R
1.104	2	123	CLASSROOM			
1.105		STAIR 3	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ EXIT THIS LEVEL	A-08		
1.106	2	110	CAFETORIUM			
1.107	2	110	CAFETORIUM			
1.108	2	111A	CUBBIES			
1.109	2	115A	CUBBIES			
1.110	2	122A	CUBBIES			
1.111	2	126A	CUBBIES			
1.112						
1.113						
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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.01		STAIR 1	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	C.T.	
2.02		STAIR 1	EXIT ROUTE	A-07	CMU	PICTOGRAM
2.03						E.T.R
2.04		204	CLASSROOM		G.W.B	
2.05						E.T.R
2.06		202	CLASSROOM		G.W.B	
2.07		204A	STORAGE		G.W.B	
2.08		204B	STORAGE		G.W.B	
2.09						E.T.R
2.10		203	CLASSROOM		G.W.B	
2.11						E.T.R
2.12		201	CLASSROOM		G.W.B	
2.13						E.T.R
2.14						E.T.R
2.15						E.T.R
2.16						E.T.R
2.17						E.T.R
2.18						E.T.R
2.19						E.T.R
2.20						E.T.R
2.21						E.T.R
2.22		214	CLASSROOM		G.W.B	
2.23						E.T.R.
2.24		212	CLASSROOM		G.W.B	
2.25						E.T.R.
2.26		STAIR 2	EXIT ROUTE	A-07	CMU	PICTOGRAM
2.27		STAIR 2	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	C.T.	
2.28						E.T.R.
2.29						E.T.R.
2.30		211	CLASSROOM		G.W.B	
2.31						E.T.R.
2.32		213	CLASSROOM		G.W.B	
2.33						E.T.R.
2.34						E.T.R.
2.35						E.T.R.
2.36						E.T.R.
2.37						E.T.R.
2.38						E.T.R.
2.39		M-201	MECHANICAL		G.W.B	
2.40						E.T.R.
2.41		STAIR 4	EXIT ROUTE	A-07	CMU	PICTOGRAM

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.42		STAIR 4	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	C.T.	
2.43						E.T.R
2.44	2	224	CLASSROOM		G.W.B	
2.45						E.T.R
2.46	2	222	CLASSROOM		G.W.B	
2.47	2	226	CLASSROOM		G.W.B	
2.48						E.T.R
2.49	2	224	CLASSROOM		G.W.B	
2.50		STAIR 3	EXIT ROUTE	A-07		PICTOGRAM
2.51		STAIR 3	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	C.T.	
2.52						E.T.R.
2.53	2	225A	STORAGE		G.W.B	
2.54						E.T.R
2.55	2	221	CLASSROOM		G.W.B	
2.56						E.T.R
2.57	2	223	CLASSROOM			
2.58	2		ROOF ACCESS ONLY		G.W.B	
2.59						
2.60						
2.61						
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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.01		STAIR 1	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	C.T.	
3.02		STAIR1	EXIT ROUTE	A-07	CMU	PICTOGRAM
3.03						E.T.R
3.04	2	304	CLASSROOM		G.W.B	
3.05						E.T.R
3.06	2	302	CLASSROOM		G.W.B	
3.07						E.T.R
3.08	2	303	CLASSROOM		G.W.B	
3.09						E.T.R
3.10	2	301	CLASSROOM		G.W.B	
3.11						E.T.R
3.12						E.T.R
3.13						E.T.R
3.14						E.T.R
3.15						E.T.R
3.16						E.T.R
3.17						E.T.R
3.18						E.T.R
3.19						E.T.R
3.20	2	314	CLASSROOM		G.W.B	
3.21						E.T.R
3.22	2	312	CLASSROOM		G.W.B	
3.23						E.T.R
3.24		STAIR 2	EXIT ROUTE	A-07	CMU	PICTOGRAM
3.25		STAIR 2	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	C.T.	
3.26						E.T.R
3.27	2	315A	KILN ¶ STORAGE		GLASS	
3.28						e.T.R
3.29						E.T.R
3.30						E.T.R
3.31						E.T.R
3.32						E.T.R
3.33	2	307	COMPUTER LAB		GLASS	
3.34	2	309	LIBRARY ¶ MEDIA CENTER		GLASS	
3.35						E.T.R
3.36						E.T.R
3.37						E.T.R
3.38						E.T.R
3.39						E.T.R
3.40						E.T.R
3.41						E.T.R
3.42						E.T.R

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.43						E.T.R
3.44						E.T.R
3.45						E.T.R
3.46						E.T.R
3.47		STAIR 4	EXIT ROUTE	A-07	CMU	PICTOGRAM
3.48		STAIR 4	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	C.T.	
3.49						E.T.R
3.50	2	324A	PREP		G.W.B	
3.51	2	324B	OFFICE		G.W.B	
3.52						E.T.R
3.53						E.T.R
3.54	2	324	CLASSROOM		G.W.B	
3.55	2		DISPLAY CASE		G.W.B	
3.56	2	322	CLASSROOM		G.W.B	
3.57						E.T.R
3.58	2	324	CLASSROOM		G.W.B	
3.59	2	322	CLASSROOM		G.W.B	
3.60		STAIR 3	EXIT ROUTE	A-07	CMU	PICTOGRAM
3.61		STAIR 3	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	C.T.	
3.62						E.T.R
3.63						E.T.R
3.64	2	321	CLASSROOM		G.W.B	
3.65						E.T.R
3.66	2	323	CLASSROOM			
3.67						
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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.01	1		ACCESSIBLE ENTRANCE		BRICK	ISA SYMBOL
1.02	1		DOOR BELL ¶ INTERCOM		BRICK	
1.03	1		EXIT		G.W.B	
1.04	1		EXIT ROUTE		GLASS	
1.05						E.T.R
1.06						E.T.R
1.07						E.T.R
1.08						E.T.R
1.09						E.T.R
1.10						E.T.R
1.11						E.T.R
1.12						E.T.R
1.13						E.T.R
1.14						E.T.R
1.15						E.T.R
1.16						E.T.R
1.17						E.T.R
1.18						E.T.R
1.19		STAIR 1	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 2 ¶ EXIT THIS LEVEL	A-08	G.W.B	
1.20						E.T.R
1.21	1		LOBBY		G.W.B	
1.22						E.T.R
1.23						E.T.R
1.24						E.T.R
1.25						E.T.R
1.26						E.T.R
1.27	1		EXIT		G.W.B	
1.28						E.T.R
1.29	1		EXIT ROUTE		METAL	
1.30	1		EXIT		C.T.	
1.31						E.T.R
1.32	1		CORRIDOR		G.W.B	
1.33						E.T.R
1.34						E.T.R
1.35						E.T.R
1.36						E.T.R
1.37						E.T.R
1.38	1		CORRIDOR		G.W.B	
1.39						E.T.R
1.40	1	104A	STORAGE		G.W.B	
1.41						E.T.R
1.42						E.T.R
1.43	1	110	CAFETORIUM		G.W.B	

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.44						E.T.R
1.45						E.T.R
1.46						E.T.R
1.47						E.T.R
1.48	1		EXIT		G.W.B	
1.49						E.T.R
1.50	1	113	RECEIVING		G.W.B	
1.51						E.T.R
1.52						E.T.R
1.53						E.T.R
1.54						E.T.R
1.55						E.T.R
1.56						E.T.R
1.57						E.T.R
1.58	1		CORRIDOR		G.W.B	
1.59						E.T.R
1.60		STAIR 2	EXIT ROUTE	A-07	G.W.B	PICTOGRAM
1.61		STAIR 2	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 2 ¶ EXIT THIS LEVEL	A-08	G.W.B	
1.62			EXIT		G.W.B	
1.63						E.T.R
1.64						E.T.R
1.65	1	125	CLASSROOM		G.W.B	
1.66						E.T.R
1.67						E.T.R
1.68	1	121	CLASSROOM		G.W.B	
1.69						E.T.R
1.70						E.T.R
1.71	1	126	CLASSROOM		G.W.B	
1.72						E.T.R
1.73	1	122	CLASSROOM		G.W.B	
1.74						E.T.R
1.75						E.T.R
1.76						E.T.R
1.77						E.T.R
1.78						E.T.R
1.79						E.T.R
1.80						E.T.R
1.81	1	137	CLASSROOM		G.W.B	
1.82						E.T.R
1.83						E.T.R
1.84	1	133	CLASSROOM		G.W.B	
1.85						E.T.R
1.86						E.T.R

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.87						E.T.R
1.88	1	138	CLASSROOM		G.W.B	E.T.R
1.89						E.T.R
1.90						E.T.R
1.91	1	134	CLASSROOM		G.W.B	
1.92						E.T.R
1.93						E.T.R
1.94						E.T.R
1.95						E.T.R
1.96	1	145	CLASSROOM		G.W.B	
1.97						E.T.R
1.98						E.T.R
1.99	1	141	CLASSROOM		G.W.B	
1.100						E.T.R
1.101						E.T.R
1.102						E.T.R
1.103	1	146	CLASSROOM		G.W.B	
1.104						E.T.R
1.105						E.T.R
1.106	1	142	CLASSROOM		G.W.B	
1.107						E.T.R
1.108		STAIR 3	EXIT ROUTE	A-07	G.W.B	PICTOGRAM
1.109		STAIR 3	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 2 ¶ EXIT THIS LEVEL	A-08	G.W.B	
1.110			EXIT		G.W.B	
1.111						E.T.R
1.112						E.T.R
1.113			EXIT		G.W.B	
1.114						
1.115						
1.116						
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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.01		STAIR 1	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 2 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	G.W.B	
2.02						E.T.R
2.03						E.T.R
2.04						E.T.R
2.05						E.T.R
2.06						E.T.R
2.07						E.T.R
2.08						E.T.R
2.09						E.T.R
2.10						E.T.R
2.11						E.T.R
2.12						E.T.R
2.13						E.T.R
2.14	1	203	COMPUTER CLASSROOM		G.W.B	
2.15						E.T.R
2.16						E.T.R
2.17	1		CORRIDOR		G.W.B	
2.18						E.T.R
2.19						E.T.R
2.20						E.T.R
2.21						E.T.R
2.22						E.T.R
2.23	1	214	CLASSROOM		G.W.B	
2.24	1	216	EMERGENCY GENERATOR		G.W.B	
2.25	1		ROOF ACCESS ONLY		G.W.B	
2.26						E.T.R
2.27						E.T.R
2.28						E.T.R
2.29						E.T.R
2.30	1	218A	KILN ¶ STORAGE		G.W.B	
2.31		STAIR 2	EXIT ROUTE	A-07	G.W.B	PICTOGRAM
2.32		STAIR 2	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 2 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	G.W.B	
2.33						E.T.R
2.34						E.T.R
2.35	1	225	CLASSROOM		G.W.B	
2.36						E.T.R
2.37						E.T.R
2.38	1	221	CLASSROOM		G.W.B	
2.39						E.T.R
2.40						E.T.R
2.41	1	226	CLASSROOM		G.W.B	
2.42						E.T.R

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.43						E.T.R
2.44	1	222	CLASSROOM		G.W.B	
2.45						(NOT USED)
2.46						E.T.R
2.47						E.T.R
2.48						E.T.R
2.49						E.T.R
2.50						E.T.R
2.51						E.T.R
2.52						E.T.R
2.53						E.T.R
2.54						E.T.R
2.55	1	237	CLASSROOM		G.W.B	
2.56						E.T.R
2.57						E.T.R
2.58						E.T.R
2.59	1	2.33	CLASSROOM		G.W.B	
2.60						E.T.R
2.61						E.T.R
2.62	1	238	CLASSROOM		G.W.B	
2.63						E.T.R
2.64						E.T.R
2.65						E.T.R
2.66	1	234	CLASSROOM		G.W.B	
2.67						E.T.R
2.68						
2.69						E.T.R
2.70						E.T.R
2.71	1	245	CLASSROOM		G.W.B	
2.72						E.T.R
2.73						E.T.R
2.74						E.T.R
2.75	1	241	CLASSROOM		G.W.B	
2.76						E.T.R
2.77						E.T.R
2.78	1	246	CLASSROOM		G.W.B	
2.79						E.T.R
2.80						E.T.R
2.81						E.T.R
2.82	1	242	CLASSROOM		G.W.B	
2.83		STAIR 3	EXIT ROUTE	A-07	G.W.B	PICTOGRAM
2.84		STAIR 3	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 2 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	G.W.B	

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.01	1		FOUNTAIN LOCATED IN CAFETORIUM		CMU	ISA SYMBOL
1.02						
1.03						
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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
B.01	2	M-001	MECHANICAL			
B.02	2	M-002	SPRINKLER ROOM			
B.03		STAIR 0K	EXIT ROUTE	A-07		PICTOGRAM
B.04		STAIR 0K	LEVEL 0 ¶ NO ROOF ACCESS ¶ LEVEL 0 TO 1 ¶ UP TO GROUND LEVEL FOR EXIT	A-08		
B.05	2		EXIT			
B.06		STAIR GK	GROUND LEVEL ¶ NO ROOF ACCESS ¶ LEVEL 0 TO 1 ¶ EXIT THIS LEVEL	A-08		
B.07	2	090	ARCHITECTURAL DESIGN ¶ PRE-ENGINEERING			
B.08	2	091	AUTO BODY		GLASS	
B.09	2	091	AUTO BODY		GLASS	
B.10	2	090	ARCHITECTURAL DESIGN ¶ PRE-ENGINEERING		GLASS	
B.11	2	091A	TOOL STORAGE			
B.12	2	091B	STORAGE			
B.13		STAIR OL	EXIT ROUTE	A-07		PICTOGRAM
B.14	2	091C	PAINT BOOTH			
B.15	2		EXIT			
B.16	2		EXIT			
B.17	2		EXIT			
B.18	2	091	AUTO BODY			
B.19	2	094	AUTOMOTIVE TECHNOLOGY			
B.20	2	091D	STORAGE			
B.21	2	091E	STORAGE			
B.22	2	092	CLASSROOM		GLASS	
B.23	2	092A	SUPPLY ROOM			
B.24	2	092B	OFFICE			
B.25	2	092C	LOCKERS			
B.26	2	094	AUTOMOTIVE TECHNOLOGY			
B.27	2	092	CLASSROOM			
B.28	2	094	AUTOMOTIVE TECHNOLOGY		GLASS	
B.29	2	094A	SUPPLY ROOM			
B.30	2	094B	OFFICE		GLASS	
B.31	2		EXIT			
B.32	2	094C	STORAGE			
B.33	2	094C	STORAGE			
B.34	2	095	CLASSROOM		GLASS	
B.35	2	094	AUTOMOTIVE TECHNOLOGY		GLASS	
B.36	2	095A	OFFICE			
B.37	2	095B	OFFICE			
B.38	2	095	CLASSROOM			
B.39	2	096	CARPENTRY		GLASS	
B.40	2	096A	STORAGE			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
B.41	2	096B	STORAGE			
B.42	2	096C	OFFICE		GLASS	
B.43	2	096D	STORAGE			
B.44	2	097	CLASSROOM			
B.45	2	096	CARPENTRY			
B.46	2	097A	STORAGE			
B.47	2	097B	OFFICE			
B.48	2	097	CLASSROOM			
B.49	2	098	CLASSROOM			
B.50	2	099	MACHINE TECHNOLOGY			
B.51	2	098	CLASSROOM			
B.52	2	099A	STORAGE			
B.53	2	099B	OFFICE			
B.54	2	099	MACHINE TECHNOLOGY			
B.55			RESTROOM	A-11		PICTOGRAM
B.56			RESTROOM	A-13		PICTOGRAM
B.57	2	M-003	ELEVATOR MACHINE ROOM			
B.58	2	099	METAL FABRICATION AND WELDING			
B.59	2	099C	CLASSROOM			
B.60	2	099D	OFFICE			
B.61	2	099E	STORAGE			
B.62	2	096	CARPENTRY			
B.63	2	CC-001	CUSTODIAL CLOSET			
B.64	2		EXIT ROUTE			
B.65		STAIR 0J		A-07		PICTOGRAM
B.66		STAIR 0J	LEVEL 0 ¶ NO ROOF ACCESS ¶ LEVEL 0 TO 2 ¶ EXIT THIS LEVEL	A-08		
B.67	2		EXIT			
B.68	2		EXIT			
B.69		STAIR 0L	LEVEL 0 ¶ NO ROOF ACCESS ¶ LEVEL G TO 1 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
B.70		STAIR GL	LEVEL G ¶ NO ROOF ACCESS ¶ LEVEL G TO 1 ¶ EXIT THIS LEVEL	A-08		
B.71	2		EXIT			
B.72						
B.73						
B.74						
B.75						
B.76						
B.77						
B.78						
B.79						
B.80						

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.01	2	100	IT DEPARTMENT			
1.02	2	103	IT DEPARTMENT			
1.03	2	103	IT DEPARTMENT			
1.04	2	105	CLASSROOM			
1.05	2	105	CLASSROOM			
1.06	2	103	IT DEPARTMENT			
1.07	2	107	CLASSROOM			
1.08	2	107	CLASSROOM			
1.09	2	105	CLASSROOM			
1.10		STAIR 1A	EXIT ROUTE	A-07		PICTOGRAM
1.11		STAIR 1A	EXIT ROUTE	A-07		PICTOGRAM
1.12		STAIR 1A	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ UP TO GROUND LEVEL FOR EXIT	A-08		
1.13	2		EXIT			
1.14	2	109	CLASSROOM			
1.15	2	109	CLASSROOM			
1.16	2	110	CLASSROOM			
1.17	2	111	BOOK ROOM			
1.18	2	ST-101	STORAGE			
1.19	2	112	CLASSROOM			
1.20	2	114	CLASSROOM			
1.21	2	114	CLASSROOM			
1.22	2	112	CLASSROOM			
1.23			FACULTY RESTROOM	A-12		PICTOGRAM
1.24	2	CC-101	CUSTODIAL CLOSET			
1.25		STAIR 1B	EXIT ROUTE	A-07		PICTOGRAM
1.26		STAIR 1B	LEVEL 1 ¶ ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ UP TO GROUND LEVEL FOR EXIT	A-08		
1.27	2		EXIT			
1.28	2	119	IT DEPARTMENT			
1.29	2	M-101	ELEVATOR MACHINE ROOM			
1.30	2	120	CLASSROOM			
1.31	2	121	CLASSROOM			
1.32	2	121	CLASSROOM			
1.33	2	123	CLASSROOM			
1.34	2	120	CLASSROOM			
1.35	2	131	STORAGE			
1.36	2	123	CLASSROOM			
1.37	2	123A	STORAGE			
1.38	2	121	CLASSROOM			
1.39	2	125	CUSTODIAL			
1.40	2	125A	STORAGE			
1.41	2	125B	STORAGE			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.42	2	125C	CUSTODIAL ROOM			
1.43	2	125D	ELECTRICAL ROOM			
1.44	2	125E	STORAGE			
1.45	2	127A	CUSTODIAL SINK			
1.47	2	128	PAPER ROOM ¶ SPRINKLER ROOM			
1.48	2	127	SPORTS STORAGE			
1.49	2	128	PAPER ROOM ¶ SPRINKLER ROOM			
1.50			RESTROOM	A-10		PICTOGRAM
1.51	2	132	DINING			
1.52	2	132	DINING			
1.53	2	133	FACULTY DINING			
1.54		STAIR 1C	EXIT ROUTE	A-07		PICTOGRAM
1.55		STAIR 1C	EXIT ROUTE	A-07		PICTOGRAM
1.56	2	133	FACULTY DINING			
1.57	2		EXIT ROUTE			
1.58	2		EXIT			
1.59	2	134	CAFETERIA			
1.60		STAIR 1C	EXIT ROUTE	A-07		PICTOGRAM
1.61	2	134A	STORAGE			
1.62	2	122	DPW STORAGE ROOM			
1.63		STAIR 1D		A-07		PICTOGRAM
1.64	2	124	STORAGE ROOM			
1.65	2	134B	SCHOOL STORE			
1.66	2	134C	SECURITY ROOM			
1.67	2		CLOSET			
1.68	2	134	CAFETERIA			
1.69	2	134C	SECURITY ROOM			
1.70		STAIR 1E		A-07		PICTOGRAM
1.71	2	M-102	HEATING ROOM			
1.72	2	134	CAFETERIA			
1.73	2	134	CAFETERIA			
1.74	2	134	CAFETERIA			
1.75		STAIR 1F	EXIT ROUTE	A-07		PICTOGRAM
1.76	2	135	KITCHEN			
1.77	2	134	CAFETERIA			
1.78	2	135A	RECEIVING			
1.79	2	135B	LOADING DOCK			
1.80	2		EXIT			
1.81	2	135C	TRASH ROOM			
1.82		STAIR 1M		A-07		PICTOGRAM
1.83		STAIR 1M	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ NO EXTERIOR EXIT	A-08		

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.84	2	135	KITCHEN			
1.85	2	135A	RECEIVING			
1.86	2	135D	OFFICE			
1.87	2	135E	STORAGE			
1.88	2	135F	STORAGE			
1.89	2	135G	STORAGE			
1.90	2	135H	DINING			
1.91		STAIR 1N	EXIT ROUTE	A-07		PICTOGRAM
1.92		STAIR 1N	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ EXIT THIS LEVEL	A-08		
1.93	2		EXIT			
1.94			RESTROOM	A-14		PICTOGRAM
1.95	2	134	CAFETERIA			
1.96	2	135	KITCHEN			
1.97	2	134	CAFETERIA			
1.98	2		EXIT			
1.99	2	136	DINING			
1.100		STAIR 1F	EXIT ROUTE	A-07		PICTOGRAM
1.101		STAIR 1F	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL G TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
1.102		STAIR 1F	EXIT ROUTE	A-07		PICTOGRAM
1.103	2	136	DINING			
1.104	2	136	DINING			
1.105	2	136	DINING			
1.106			RESTROOM	A-12		PICTOGRAM
1.107	2	CC-102	CUSTODIAL CLOSET			
1.108	2	140	DENTAL ASSISTING			
1.109	2	141	DENTAL ASSISTING			
1.110	2	141	DENTAL ASSISTING			
1.111	2	140	DENTAL ASSISTING			
1.112	2	141A	STORAGE			
1.113		STAIR 1G	EXIT ROUTE	A-07		PICTOGRAM
1.114		STAIR 1G	LEVEL 1 ¶ ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ UP TO GROUND LEVEL FOR EXIT	A-08		
1.115	2		EXIT			
1.116	2	CC-103	CUSTODIAL CLOSET			
1.117			FACULTY RESTROOM	A-10		PICTOGRAM
1.118	2	143	CLASSROOM			
1.119	2	143A	NURSE			
1.120			RESTROOM	A-15		PICTOGRAM
1.121	2		EXIT			
1.122	2	145	HEALTH DEPARTMENT DIRECTOR			
1.123	2	147	OFFICE			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.124	2	147	OFFICE			
1.125	2	147A	STORAGE			
1.126	2	145	HEALTH DEPARTMENT DIRECTOR			
1.127	2	149	CLASSROOM			
1.128	2	150	CLASSROOM			
1.129	2	150	CLASSROOM			
1.130	2	149	CLASSROOM			
1.131		STAIR 1H	EXIT ROUTE	A-07		PICTOGRAM
1.132		STAIR 1H	EXIT ROUTE	A-07		PICTOGRAM
1.133	2	150	CLASSROOM			
1.134		STAIR 1H	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ UP TO GROUND LEVEL FOR EXIT	A-08		
1.135	2		EXIT			
1.136	2	149A	MEDIATION ROOM			
1.137	2	154	CLASSROOM			
1.138	2	154	CLASSROOM			
1.139	2	157	CLASSROOM			
1.140	2	157	CLASSROOM			
1.141	2	154	CLASSROOM			
1.142	2	157	CLASSROOM			
1.143	2	158	STORAGE			
1.144	2	158	STORAGE			
1.145	2	134	CAFETERIA			
1.146	2	134	CAFETERIA			
1.147	2	134	CAFETERIA			
1.148		STAIR 1C	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL G TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
1.149	2	171	GIRLS LOCKER ROOM			
1.150	2		RESTROOM	A-11		PICTOGRAM
1.151	2	173	TRAINER			
1.152	2	171	LOCKER ROOM			
1.153	2	171A	OFFICE		GLASS	
1.154	2		RESTROOM	A-10		PICTOGRAM
1.155	2		SHOWERS			
1.156	2		SHOWERS			
1.157	2		EMERGENCY EXIT			
1.158	2	173A	STORAGE			
1.159	2	171	GIRLS LOCKER ROOM			
1.160	2	175	BOYS LOCKER ROOM			
1.161	2	173	TRAINER			
1.162	2	175	LOCKER ROOM			
1.163	2	175A	OFFICE		GLASS	
1.164	2		RESTROOM	A-12		PICTOGRAM

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.165	2		SHOWERS			
1.166	2		SHOWERS			
1.167	2		EMERGENCY EXIT			
1.168	2		RESTROOM	A-13		PICTOGRAM
1.169	2	175B	STORAGE			
1.170	2	175	BOYS LOCKER ROOM			
1.171	2	178	WEIGHT ROOM			
1.172	2	M-103	MECHANICAL			
1.173		STAIR 1P	EXIT ROUTE	A-07		PICTOGRAM
1.174		STAIR 1P	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ UP TO GROUND LEVEL FOR EXIT	A-08		
1.175	2		EXIT			
1.176	2		GROUND LEVEL ¶ EXIT THIS LEVEL			
1.177	2	M-104	MECHANICAL			
1.178						(NOT USED)
1.179	2	CC-104	CUSTODIAL CLOSET			
1.180	2	EL-101	ELECTRICAL ROOM			
1.181	2	178	WEIGHT ROOM			
1.182	2	184	FITNESS ROOM		GLASS	
1.183	2	184A	STORAGE			
1.184	2	184	FITNESS ROOM			
1.185	2	187	HEALTH OFFICE			
1.186			RESTROOM	A-11		PICTOGRAM
1.187			RESTROOM	A-13		PICTOGRAM
1.188	2	189	SPORTS DIRECTOR		GLASS	
1.189	2		EXIT			
1.190	2	187	HEALTH OFFICE			
1.191		STAIR 1W	EXIT ONLY	A-07		PICTOGRAM
1.192	2		EXIT			
1.193		STAIR 1W	LEVEL 1 ¶ ROOF ACCESS ¶ LEVEL 1 TO 2 ¶ EXIT THIS LEVEL	A-08		
1.194	2	ST-103	STORAGE			
1.195		STAIR 1D	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ NO EXIT TO EXTERIOR	A-08		
1.196		STAIR 1E	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ NO EXIT TO EXTERIOR	A-08		
1.197		STAIR 1K	EXIT ROUTE	A-07		PICTOGRAM
1.198		STAIR 1K	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 0 TO 1 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
1.199	2	188	GYM			
1.200	2	185	SPORTS MEDICINE			
1.201	2	186	GYM OFFICE			
1.202	2	188	GYM			
1.203		STAIR 1L	EXIT ROUTE	A-07		PICTOGRAM

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.204		STAIR 1L	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL G TO 1 ¶ DOWN TO GROUOND LEVEL FOR EXIT	A-08		
1.205		STAIR 1K	EXIT ROUTE	A-07		PICTOGRAM
1.206	2		CORRIDOR			
1.207	2	188A	GYM STORAGE			
1.208	2	188A	GYM STORAGE			
1.209	2	190	LOBBY		GLASS	
1.210	2	188	GYM		GLASS	
1.211	2	190	LOBBY		GLASS	
1.212	2	188	GYM		GLASS	
1.213	2		CORRIDOR			
1.214	2	188	GYM			
1.215	2	193	CONFERENCE ROOM		GLASS	
1.216	2	195	CAFÉ		GLASS	
1.217	2	193	CONFERENCE ROOM		GLASS	
1.218	2	195	CAFÉ			
1.219	2	197	CULINARY ARTS			
1.220	2	195	CAFÉ			
1.221	2	197	CULINARY ARTS		GLASS	
1.222	2	197A	MENS LOCKER ROOM			
1.223			RESTROOM	A-12		PICTOGRAM
1.224	2	197B	WOMENS LOCKER ROOM			
1.225			RESTROOM	A-10		PICTOGRAM
1.226	2	197C	OFFICE		GLASS	
1.227	2	197D	CHEMICAL STORAGE			
1.228	2	197E	FOOD STORAGE			
1.229	2	199	COSMETOLOGY			
1.230	2	199	COSMETOLOGY		GLASS	
1.231			RESTROOM	A-14		PICTOGRAM
1.232	2	199A	OFFICE		GLASS	
1.233	2	197	CULINARY ARTS			
1.234	2	199B	SUPPLY			
1.235	2	199C	STORAGE			
1.236	2	199D	STORAGE			
1.237	2	CC-105	CUSTODIAL CLOSET			
1.238		STAIR 1J	EXIT ROUTE	A-07		PICTOGRAM
1.239		STAIR 1J	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 0 TO 2 ¶ DOWN TO LEVEL 0 FOR EXIT	A-08		
1.240		STAIR 1A	EXIT ROUTE	A-07		PICTOGRAM
1.241	2	107	CLASSROOM			
1.242	2	135A	RECEIVING			
1.243	2	135B	LOADING DOCK			
1.244						
1.245						

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.01	2	200A	IT DEPARTMENT			
2.02	2	200	COMPUTER LAB			
2.03	2	201	OFFICE		GLASS	
2.04	2	201	OFFICE		GLASS	
2.05	2	200	COMPUTER LAB		GLASS	
2.06	2	205	OFFICE			
2.07	2	201	OFFICE			
2.08	2	EL-201	ELECTRICAL ROOM			
2.09	2	207	CLASSROOM			
2.10	2	205	OFFICE			
2.11	2	207	CLASSROOM			
2.12	2	207	CLASSROOM			
2.13	2	208	OFFICE			
2.14	2	208	OFFICE			
2.15	2	207	CLASSROOM			
2.16		STAIR 2A	EXIT ROUTE	A-07		PICTOGRAM
2.17		STAIR 2A	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
2.18	2	209	CLASSROOM			
2.19	2	209	CLASSROOM			
2.20		STAIR 2A	EXIT ROUTE	A-07		PICTOGRAM
2.21	2	210A	IT SUPPLY ROOM			
2.22	2	223E	STORAGE			
2.23	2	210	CLASSROOM			
2.24						(NOT USED)
2.25	2	212	CLASSROOM			
2.26	2	212	CLASSROOM			
2.27	2	210	CLASSROOM			
2.28	2	214	CLASSROOM			
2.29	2	214	CLASSROOM			
2.30	2	212	CLASSROOM			
2.31			FACULTY RESTROOM	A-10		PICTOGRAM
2.32	2	CC-201	CUSTODIAL CLOSET			
2.33		STAIR 2B	EXIT ROUTE	A-07		PICTOGRAM
2.34		STAIR 2B	LEVEL 2 ¶ ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
2.35	2	219	CLASSROOM			
2.36			RESTROOM	A-14		PICTOGRAM
2.37	2		EXIT			
2.38	2	220	GUIDANCE			
2.39	2	220A	STORAGE			
2.40	2	220B	OFFICE			
2.41	2	220C	OFFICE			
2.42	2	220D	OFFICE			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.43	2	220E	OFFICE			
2.44	2	220F	OFFICE			
2.45	2	223D	STORAGE			
2.46	2	223C	OFFICE			
2.47	2	223B	OFFICE			
2.48	2	223	GUIDANCE			
2.49	2	223	GUIDANCE			
2.50	2	223A	OFFICE			
2.51	2	223	GUIDANCE			
2.52	2		EXIT			
2.53	2	225	MAIN OFFICE			
2.54	2	225A	ADMINISTRATOR OFFICES			
2.55	2	225	MAIN OFFICE			
2.56	2	226	HEADMASTER			
2.57	2	227	CONFERENCE ROOM			
2.58	2	225A	ADMINISTRATOR OFFICES			
2.59			RESTROOM	A-14		PICTOGRAM
2.60			RESTROOM	A-14		PICTOGRAM
2.61	2	227	CONFERENCE ROOM			
2.62	2	228	MEDIATION			
2.63	2	225A	ADMINISTRATOR OFFICES			
2.64	2	228A	MEDIATION			
2.65	2	228B	STORAGE			
2.66	2	228-229	MEDIATION			
2.67	2	229	MEDIATION			
2.68	2	229A	OFFICE			
2.69	2	229B	OFFICE			
2.70	2	228A	MEDIATION			
2.71	2	229	MEDIATION			
2.72	2	230	GALLERY 81			
2.73	2	231	BANDROOM STORAGE			
2.74	2	232	CLASSROOM			
2.75	2	234	AUDITORIUM			
2.76	2	232	CLASSROOM			
2.77	2	232A	STORAGE			
2.78	2	232	CLASSROOM			
2.79	2	ST-201	STORAGE			
2.80	2	233	CLASSROOM			
2.81	2	232A	STORAGE			
2.82	2	233	CLASSROOM			
2.83		STAIR 2C	EXIT ROUTE	A-07		PICTOGRAM
2.84		STAIR 2C	EXIT ROUTE	A-07		PICTOGRAM
2.85	2	233	CLASSROOM			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.86		STAIR 2C	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL G TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
2.87	2	234	AUDITORIUM			
2.88		STAIR 2D		A-07		PICTOGRAM
2.89		STAIR 2D	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ NO EXIT TO EXTERIOR	A-08		
2.90	2	234C	PTA OFFICE			
2.91	2	CC-202	CUSTODIAL CLOSET			
2.92	2	234A	OFFICE			
2.93	2	234	AUDITORIUM			
2.94	2	234B	OFFICE			
2.95	2	235	OFFICE			
2.96		STAIR 2E		A-07		PICTOGRAM
2.97		STAIR 2E	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ NO EXIT TO EXTERIOR	A-08		
2.98	2	EL-202	MAIN ELECTRIC ROOM			
2.99		STAIR 2C	EXIT ROUTE	A-07		PICTOGRAM
2.100		STAIR 2M		A-07		PICTOGRAM
2.101		STAIR 2M	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ NO EXIT TO EXTERIOR	A-08		
2.102	2		STAGE			
2.103		STAIR 2M		A-07		PICTOGRAM
2.104	2		STAGE			
2.105		STAIR 2M		A-07		PICTOGRAM
2.106		STAIR 2N		A-07		PICTOGRAM
2.107	2		STAGE			
2.108		STAIR 2N		A-07		PICTOGRAM
2.109	2		STAGE			
2.110		STAIR 2N	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08		
2.111		STAIR 2N	EXIT ROUTE	A-07		PICTOGRAM
2.112		STAIR 2F	EXIT ROUTE	A-07		PICTOGRAM
2.113	2	234	AUDITORIUM			
2.114		STAIR 2F	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL G TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
2.115	2	236	CLASSROOM			
2.116		STAIR 2F	EXIT ROUTE	A-07		PICTOGRAM
2.117	2	236	CLASSROOM			
2.118		STAIR 2F	EXIT ROUTE	A-07		PICTOGRAM
2.119	2	237A	STORAGE			
2.120	2		LOCKERS			
2.121	2	237	CLASSROOM			
2.122	2	237A	STORAGE			
2.123	2	234	AUDITORIUM			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.124	2	237	CLASSROOM			
2.125						(NOT USED)
2.126	2	239	CLASSROOM			
2.127						(NOT USED)
2.128	2	239	CLASSROOM			
2.129	2		EXIT ¶ OUTDOOR CLASSROOM			
2.130	2		EXIT			
2.131		STAIR 2G	EXIT ROUTE	A-07		PICTOGRAM
2.132		STAIR 2G	LEVEL 2 ¶ ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
2.133	2	CC-203	CUSTODIAL CLOSET			
2.134			FACULTY RESTROOM	A-12		PICTOGRAM
2.135	2	243	CLASSROOM			
2.136	2	245	CLASSROOM			
2.137	2	245	CLASSROOM			
2.138	2	243	CLASSROOM			
2.139	2	247	CLASSROOM			
2.140	2	247	CLASSROOM			
2.141	2	245	CLASSROOM			
2.142	2	249	CLASSROOM			
2.143	2	249	CLASSROOM			
2.144	2	247	CLASSROOM			
2.145	2	249	CLASSROOM			
2.146	2	250	CLASSROOM			
2.147		STAIR 2H	EXIT ROUTE	A-07		PICTOGRAM
2.148		STAIR 2H	EXIT ROUTE	A-07		PICTOGRAM
2.149	2	250	CLASSROOM			
2.150		STAIR 2H	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
2.151	2	252	STORAGE			
2.152	2	253	CLASSROOM			
2.153	2	254	CLASSROOM			
2.154	2	254	CLASSROOM			
2.155	2	253	CLASSROOM			
2.156	2	255	CLASSROOM			
2.157	2	255	CLASSROOM			
2.158	2	254	CLASSROOM			
2.159	2	257	CLASSROOM			
2.160	2	257	CLASSROOM			
2.161	2	255	CLASSROOM			
2.162	2	240	COMPUTER LAB			
2.163	2	259	OFFICE			
2.164	2	240	COMPUTER LAB			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.165	2	259	OFFICE			
2.166	2	240	COMPUTER LAB			
2.167	2	259	OFFICE			
2.168			EXIT	A-09		PICTOGRAM
2.169	2		DOORBELL ¶ INTERCOM			
2.170	2	260	OFFICE		GLASS	
2.171	2	273	LIBRARY		GLASS	
2.172	2		OFFICES			
2.173	2	262	OFFICE			
2.174	2	263	OFFICE			
2.175		STAIR 2R	EXIT ROUTE	A-07		PICTOGRAM
2.176		STAIR 2S	EXIT ROUTE	A-07		PICTOGRAM
2.177	2		EXIT			
2.178	2	264	OFFICE		GLASS	
2.179	2	265	STORAGE			
2.180	2	264	OFFICE		GLASS	
2.181		STAIR 2T	EXIT ROUTE	A-07		PICTOGRAM
2.182		STAIR 2U	EXIT ROUTE	A-07		PICTOGRAM
2.183	2		EXIT			
2.184	2	266	OFFICE			
2.185	2	267	OFFICE			
2.186	2		OFFICES			
2.187	2	268	MEDIA CENTER		GLASS	
2.188	2	273	LIBRARY			
2.189	2	268A	STORAGE			
2.190	2	268	MEDIA CENTER		GLASS	
2.191	2		ACCESSIBLE LIFT			PICTOGRAM
2.192	2	269	MUSIC ROOMS			
2.193	2	269E	STORAGE			
2.194	2	269A	MUSIC ROOM			
2.195	2	269B	MUSIC ROOM			
2.196	2	269D	STORAGE			
2.197		STAIR 2P	EXIT ROUTE	A-07		PICTOGRAM
2.198		STAIR 2P	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 2 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
2.199	2	269C	MUSIC ROOM			
2.200	2	270	BAND ROOM			
2.201	2	270	BAND ROOM			
2.202	2	270B	STORAGE			
2.203	2	270A	STORAGE			
2.204	2	270C	STORAGE			
2.205	2	270	BAND ROOM			
2.206	2	M-201	MECHANICAL ROOM			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.207		STAIR 2Q	NO EXIT	A-07		PICTOGRAM
2.208	2	271	OFFICE		GLASS	
2.209			RESTROOM	A-14		PICTOGRAM
2.210	2	271A	CONFERENCE ROOM			
2.211	2	271B	STORAGE			
2.212	2	272	OFFICE			
2.213	2	272A	OFFICE			
2.214	2	272B	STORAGE			
2.215	2	272	OFFICE			
2.216	2	280B	STORAGE			
2.217		STAIR 2W	EXIT ROUTE	A-07		PICTOGRAM
2.218		STAIR 2W	LEVEL 2 ¶ ROOF ACCESS ¶ LEVEL 1 TO 2 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08		
2.219	2	280A	OFFICE			
2.220	2	280	COMPUTER REPAIR			
2.221	2	290	ELECTRICAL			
2.222	2	290	ELECTRICAL			
2.223	2	280	COMPUTER REPAIR			
2.224	2	290A	OFFICE			
2.225	2	290B	STORAGE			
2.226	2	297	GRAPHIC COMMUNICATIONS			
2.227	2	297A	STORAGE			
2.228	2	297B	OFFICE			
2.229	2		STORAGE			
2.230	2	297C	WORK ROOM			
2.231	2	297C	WORK ROOM			
2.232	2	297D	STORAGE			
2.233	2	297	GRAPHIC COMMUNICATIONS			
2.234	2	297G	PRINTING / SUPPLY			
2.235	2	297E	OFFICE		GLASS	
2.236	2	297F	SUPPLY ROOM			
2.237	2	299	HEALTH CAREERS			
2.238			FACULTY RESTROOM	A-10		PICTOGRAM
2.239			FACULTY RESTROOM	A-12		PICTOGRAM
2.240	2	299	HEALTH CAREERS		GLASS	
2.241	2	299B	LAUNDRY			
2.242	2	299C	LINEN / SUPPLY			
2.243	2	299D	OFFICE		GLASS	
2.244	2	299E	OFFICE		GLASS	
2.245	2	297	GRAPHIC COMMUNICATIONS			
2.246	2	299A	CLASSROOM			
2.247	2	299A	CLASSROOM		GLASS	
2.248	2	299A	CLASSROOM			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.249	2	CC-204	CUSTODIAL CLOSET			
2.250		STAIR 2J	EXIT ROUTE	A-07		PICTOGRAM
2.251		STAIR 2J	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 0 TO 2 ¶ DOWN TO LEVEL 0 FOR EXIT	A-08		
2.252	2	250	CLASSROOM			
2.253	2	234A-1	RESOURCE OFFICE			
2.254	2	234A-2	OFFICE			
2.255	2	234A-3	OFFICE			
2.256						
2.257						
2.258						
2.259						
2.260						
2.261						
2.262						
2.263						
2.264						

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.01	2	319	CLASSROOM			
3.02	2	319	CLASSROOM			
3.03	2	300	COMPUTER LAB			
3.04	2	300	COMPUTER LAB			
3.05	2	319	CLASSROOM			
3.06	2	303	CLASSROOM			
3.07	2	305	CLASSROOM			
3.08	2	305	CLASSROOM			
3.09	2	303	CLASSROOM			
3.10	2	307	CLASSROOM			
3.11	2	307	CLASSROOM			
3.12		STAIR 3A	EXIT ROUTE	A-07		PICTOGRAM
3.13		STAIR 3A	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
3.14	2	309	CLASSROOM			
3.15	2	309	CLASSROOM			
3.16		STAIR 3A	EXIT ROUTE	A-07		PICTOGRAM
3.17	2	310A	FACULTY ROOM			
3.18	2	310B	STORAGE			
3.19	2	310	CLASSROOM			
3.20	2	310	CLASSROOM			
3.21	2	312	OFFICE			
3.22	2	312B	OFFICE			
3.23	2	312A	OFFICE			
3.24	2	314	CLASSROOM			
3.25	2	314	CLASSROOM			
3.26			FACULTY RESTROOM	A-12		PICTOGRAM
3.27	2	CC-301	CUSTODIAL CLOSET			
3.28		STAIR 3B	EXIT ROUTE	A-07		PICTOGRAM
3.29		STAIR 3B	LEVEL 3 ¶ ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
3.30	2	ST-301	STORAGE			
3.31	2	320	CLASSROOM			
3.32	2	321	CLASSROOM			
3.33	2	321	CLASSROOM			
3.34	2	320	CLASSROOM			
3.35	2	ST-302	STORAGE			
3.36	2	323	CLASSROOM			
3.37	2	324A	WORK ROOM			
3.38	2	323	CLASSROOM			
3.39	2	324	CLASSROOM			
3.40	2	324	CLASSROOM			
3.41	2	324A	WORK ROOM			
3.42	2	324	CLASSROOM			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.43	2	323	CLASSROOM			
3.44	2	324B	OFFICE			
3.45	2	325	CLASSROOM			
3.46	2	325	CLASSROOM			
3.47	2	324	CLASSROOM			
3.48	2	ST-303	STORAGE			
3.49	2	ST-304	STORAGE			
3.50	2	327	CLASSROOM			
3.51	2	329	CLASSROOM			
3.52	2	329	CLASSROOM			
3.53	2	327	CLASSROOM			
3.54	2	330	OFFICE			
3.55	2	330	OFFICE			
3.56	2	330	OFFICE			
3.57	2	330	OFFICE			
3.58			FACULTY RESTROOM	A-10		PICTOGRAM
3.59	2	331	STORAGE			
3.60	2		LOCKERS			
3.61	2	332	CLASSROOM			
3.62	2	332	CLASSROOM			
3.63	2	332A	STORAGE			
3.64	2	332	CLASSROOM			
3.65	2		STORAGE			
3.66	2	333	CLASSROOM			
3.67	2	332A	STORAGE			
3.68	2	333	CLASSROOM			
3.69		STAIR 3C	EXIT ROUTE	A-07		PICTOGRAM
3.70		STAIR 3C	EXIT ROUTE	A-07		PICTOGRAM
3.71	2	333	CLASSROOM			
3.72		STAIR 3C	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL G TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
3.73	2		AUDITORIUM BALCONY			
3.74		STAIR 3C	EXIT ROUTE	A-07		PICTOGRAM
3.75	2		CORRIDOR			
3.76	2		AUDITORIUM BALCONY			
3.77		STAIR 3D		A-07		PICTOGRAM
3.78	2		AUDITORIUM BALCONY			
3.79		STAIR 3D	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ NO EXIT TO EXTERIOR	A-08		
3.80		STAIR 3D	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ NO EXIT TO EXTERIOR	A-08		
3.81		STAIR 3D		A-07		PICTOGRAM
3.82	2	334	CLASSROOM			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.83	2	334	CLASSROOM			
3.84	2	335	FACULTY LOUNGE			
3.85	2	335	FACULTY LOUNGE			
3.86	2	334	CLASSROOM			
3.87	2		NOT AN EXIT			
3.88		STAIR 3E		A-07		PICTOGRAM
3.89		STAIR 3E	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ NO EXIT TO EXTERIOR	A-08		
3.90		STAIR 3E	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ NO EXIT TO EXTERIOR	A-08		
3.91	2		AUDITORIUM BALCONY			
3.92		STAIR 3E		A-07		PICTOGRAM
3.93	2		CORRIDOR			
3.94	2		AUDITORIUM BALCONY			
3.95		STAIR 3F	EXIT ROUTE	A-07		PICTOGRAM
3.96	2		AUDITORIUM BALCONY			
3.97		STAIR 3F	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL G TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
3.98	2	336	CLASSROOM			
3.99		STAIR 3F	EXIT ROUTE	A-07		PICTOGRAM
3.100	2	336	CLASSROOM			
3.101		STAIR 3F	EXIT ROUTE	A-07		PICTOGRAM
3.102	2	337A	STORAGE			
3.103	2	336	CLASSROOM			
3.104	2		LOCKERS			
3.105	2	337	CLASSROOM			
3.106	2	337A	STORAGE			
3.107	2	337	CLASSROOM			
3.108	2	337	CLASSROOM			
3.109	2		LOCKERS			
3.110	2	338	OFFICE			
3.111			FACULTY RESTROOM	A-12		PICTOGRAM
3.112	2	CC-302	CUSTODIAL CLOSET			
3.113	2	339	COPE OFFICE			
3.114			RESTROOM	A-14		PICTOGRAM
3.115	2	341	COPE OFFICE			
3.116	2	339	COPE OFFICE			
3.117	2	341	COPE OFFICE			
3.118		STAIR 3G	EXIT ROUTE	A-07		PICTOGRAM
3.119		STAIR 3G	LEVEL 3 ¶ ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
3.120	2	CC-303	CUSTODIAL CLOSET			
3.121			FACULTY RESTROOM	A-10		PICTOGRAM
3.122	2	343	CLASSROOM			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.123	2	345	CLASSROOM			
3.124	2	345	CLASSROOM			
3.125	2	343	CLASSROOM			
3.126	2	347	CLASSROOM			
3.127	2	347	CLASSROOM			
3.128	2	345	CLASSROOM			
3.129	2	349	CLASSROOM			
3.130	2	349	CLASSROOM			
3.131	2	347	CLASSROOM			
3.132	2	350	CLASSROOM			
3.133		STAIR 3H	EXIT ROUTE	A-07		PICTOGRAM
3.134		STAIR 3H	EXIT ROUTE	A-07		PICTOGRAM
3.135	2	350	CLASSROOM			
3.136		STAIR 3H	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
3.137	2	352	STORAGE			
3.138	2	353	CLASSROOM			
3.139	2	354	CLASSROOM			
3.140	2	353	CLASSROOM			
3.141	2	354	CLASSROOM			
3.142	2	353	CLASSROOM			
3.143	2	357	CLASSROOM			
3.144	2	357	CLASSROOM			
3.145	2	354	CLASSROOM			
3.146	2	358	FACULTY ROOM			
3.147	2	358	FACULTY ROOM			
3.148	2	358A	STORAGE			
3.149	2	357	CLASSROOM			
3.150	2	359	COMPUTER LAB			
3.151	2	359	COMPUTER LAB			
3.152	2	358	FACULTY ROOM			
3.153	2	359A	OFFICE			
3.154	2	359A	OFFICE			
3.155	2	359	COMPUTER LAB			
3.156	2	340	CLASSROOM			
3.157	2	340	CLASSROOM			
3.158	2	359A	OFFICE			
3.159	2	340	CLASSROOM			
3.160	2	360B	STORAGE			
3.161		STAIR 3R	EXIT ROUTE	A-07		PICTOGRAM
3.162	2	360				
3.163		STAIR 3R	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 2 TO 3 ¶ DOWN TO STAIR S FOR EXIT	A-08		
3.164		STAIR 3T	EXIT ROUTE	A-07		PICTOGRAM

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.165	2	360				
3.166		STAIR 3T	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 2 TO 3 ¶ DOWN TO STAIR U FOR EXIT	A-08		
3.167	2	360A	STORAGE			
3.168	2	349	CLASSROOM			
3.169	2	305	CLASSROOM			
3.170						
3.171						
3.172						
3.173						
3.174						
3.175						
3.176						

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
4.01	2	418	OFFICE			
4.02	2	418A	OFFICE			
4.03	2	416	OFFICE			
4.04	2	416	OFFICE			
4.05	2	418	OFFICE			
4.06	2	400A	GUIDANCE			
4.07	2	400	CLASSROOM			
4.08	2	403	CLASSROOM			
4.09	2	403	CLASSROOM			
4.10	2	400	CLASSROOM			
4.11	2	407	CLASSROOM			
4.12	2	407	CLASSROOM			
4.13	2	403	CLASSROOM			
4.14	2	407	CLASSROOM			
4.15		STAIR 4A	EXIT ROUTE	A-07		PICTOGRAM
4.16		STAIR 4A	LEVEL 4 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
4.17	2	409	CLASSROOM			
4.18	2	409	CLASSROOM			
4.19		STAIR 4A	EXIT ROUTE	A-07		PICTOGRAM
4.20	2	410	CLASSROOM			
4.21	2	410	CLASSROOM			
4.22	2	409	CLASSROOM			
4.23	2	412	CLASSROOM			
4.24	2	414	CLASSROOM			
4.25	2	414	CLASSROOM			
4.26	2	412	CLASSROOM			
4.27			FACULTY RESTROOM	A-10		PICTOGRAM
4.28	2	CC-401	CUSTODIAL CLOSET			
4.29		STAIR 4B	EXIT ROUTE	A-07		PICTOGRAM
4.30		STAIR 4B	LEVEL 4 ¶ ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
4.31	2	420	CLASSROOM			
4.32	2	421B	WORK ROOM			
4.33	2	421	OFFICE			
4.34	2	421A	OFFICE			
4.35	2	421B	WORK ROOM			
4.36	2	421	OFFICE			
4.37	2	423	CLASSROOM			
4.38	2	420	CLASSROOM			
4.39	2	423	CLASSROOM			
4.40	2	421B	WORK ROOM			
4.41	2	423A	STORAGE			
4.42	2	425A	PREP			

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4.43	2	425	CLASSROOM			
4.44	2	425A	PREP			
4.45	2	427A	PREP			
4.46	2	427	COMPUTER LAB			
4.47	2	427A	PREP			
4.48	2	427	COMPUTER LAB			
4.49						(NOT USED)
4.50						(NOT USED)
4.51	2	425	CLASSROOM			
4.52	2	429	CLASSROOM			
4.53	2	429	CLASSROOM			
4.54	2	429A	STORAGE			
4.55	2	427A	PREP			
4.56	2	430	CLASSROOM			
4.57	2	430	CLASSROOM			
4.58	2	432	CLASSROOM			
4.59	2	432	CLASSROOM			
4.60	2	430	CLASSROOM			
4.61	2	432	CLASSROOM			
4.62	2	433A	PREP			
4.63	2	432	CLASSROOM			
4.64	2	433	CLASSROOM			
4.65	2	433A	PREP			
4.66	2	433	CLASSROOM			
4.67		STAIR 4C	EXIT ROUTE	A-07		PICTOGRAM
4.68		STAIR 4C	EXIT ROUTE	A-07		PICTOGRAM
4.69		STAIR 4C	LEVEL 4 ¶ NO ROOF ACCESS ¶ LEVEL G TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
4.70	2	433	CLASSROOM			
4.71		STAIR 4D		A-07		PICTOGRAM
4.72		STAIR 4D	LEVEL 4 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ NO EXIT TO EXTERIOR	A-08		
4.73	2	435	CLASSROOM			
4.74	2	435A	STORAGE			
4.75	2	435	CLASSROOM			
4.76		STAIR 4E		A-07		PICTOGRAM
4.77		STAIR 4E	LEVEL 4 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ NO EXIT TO EXTERIOR	A-08		
4.78	2	439	LANGUAGE DIRECTOR OFFICE			
4.79	2	439	LANGUAGE DIRECTOR OFFICE			
4.80	2	438	STORAGE			
4.81	2	437	CLASSROOM			
4.82	2	437B	STORAGE			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
4.83	2	437	CLASSROOM			
4.84	2	437A	PREP			
4.85	2	436	CLASSROOM			
4.86		STAIR 4F	EXIT ROUTE	A-07		PICTOGRAM
4.87		STAIR 4F	EXIT ROUTE	A-07		PICTOGRAM
4.88		STAIR 4F	LEVEL 4 ¶ NO ROOF ACCESS ¶ LEVEL G TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
4.89	2	436	CLASSROOM			
4.90		STAIR 4G	EXIT ROUTE	A-07		PICTOGRAM
4.91		STAIR 4G	LEVEL 4 ¶ ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
4.92	2	CC-402	CUSTODIAL CLOSET			
4.93			FACULTY RESTROOM	A-12		PICTOGRAM
4.94	2	443	CLASSROOM			
4.95	2	445	CLASSROOM			
4.96	2	445	CLASSROOM			
4.97	2	443	CLASSROOM			
4.98	2	447	CLASSROOM			
4.99	2	447	CLASSROOM			
4.100	2	445	CLASSROOM			
4.101	2	449	CLASSROOM			
4.102	2	449	CLASSROOM			
4.103	2	447	CLASSROOM			
4.104	2	449	CLASSROOM			
4.105	2	450	CLASSROOM			
4.106		STAIR 4H	EXIT ROUTE	A-07		PICTOGRAM
4.107		STAIR 4H	EXIT ROUTE	A-07		PICTOGRAM
4.108	2	450	CLASSROOM			
4.109		STAIR 4H	LEVEL 4 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO GROUND LEVEL FOR EXIT	A-08		
4.110	2	452	STORAGE			
4.111	2	453	CLASSROOM			
4.112	2	455	CLASSROOM			
4.113	2	455	CLASSROOM			
4.114	2	453	CLASSROOM			
4.115	2	457	CLASSROOM			
4.116	2	457	CLASSROOM			
4.117	2	455	CLASSROOM			
4.118	2	458	FACULTY ROOM			
4.119	2	458	FACULTY ROOM			
4.120	2	458A	STORAGE			
4.121	2	457	CLASSROOM			
4.122	2	459	COMPUTER LAB			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
4.123	2	459	COMPUTER LAB			
4.124	2	458	FACULTY ROOM			
4.125	2	441	OFFICE			
4.126	2	441	OFFICE			
4.127	2	459	COMPUTER LAB			
4.128	2	440	OFFICE			
4.129	2	440A	OFFICE			
4.130						
4.131						
4.132						

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.01						E.T.R
1.02	1	100A	PRINCIPAL		METAL	
1.03	1	100B	VICE PRINCIPAL		METAL	
1.04						E.T.R
1.05						E.T.R
1.06						E.T.R
1.07	1	100	ADMINISTRATION		METAL	
1.08						E.T.R
1.09						E.T.R
1.10						E.T.R
1.11						E.T.R
1.12						E.T.R
1.13			RESTROOM	A-15	G.W.B	PICTOGRAM
1.14						E.T.R
1.15						E.T.R
1.16						E.T.R
1.17						E.T.R
1.18						E.T.R
1.19						E.T.R
1.20						E.T.R
1.21						E.T.R
1.22						E.T.R
1.23	1	107	CLASSROOM		CMU	
1.24	1	108	CLASSROOM		METAL	
1.25						E.T.R
1.26						E.T.R
1.27	1		EXIT			
1.28						E.T.R
1.29			RESTROOM	A-15	G.W.B	PICTOGRAM
1.30	1	110	CLASSROOM		G.W.B	
1.31	1		EXIT		GLASS	*1
1.32						E.T.R
1.33						E.T.R
1.34	1	109	CLASSROOM		G.W.B	
1.35	1		EXIT		GLASS	*1
1.36						E.T.R
1.37						E.T.R
1.38	1	112	CLASSROOM		GWB	
1.39	1		EXIT		GLASS	*1
1.40						E.T.R
1.41						
1.42	1	111	CLASSROOM		G.W.B	
1.43	1		EXIT		GLASS	*1
1.44						E.T.R
	*1 - PROVIDE BLANK SIGN AT REVERSE SIDE OF GLASS					

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.45						E.T.R
1.46	1	114	CLASSROOM		G.W.B	
1.47	1		EXIT		GLASS	*1
1.48						E.T.R
1.49						E.T.R
1.50	1	113	CLASSROOM		G.W.B	
1.51	1		EXIT		GLASS	*1
1.52						E.T.R
1.53	1	115	POOL GALLERY		METAL	
1.54	1	115A	STORAGE		C.M.U	
1.55						E.T.R
1.56	1	114	OUTDOOR STORAGE		BRICK	
1.57	1	116	PTA ROOM		G.W.B	
1.58						E.T.R
1.59						E.T.R
1.60						E.T.R
1.61						E.T.R
1.62						E.T.R
1.63						E.T.R
1.64						E.T.R
1.65						E.T.R
1.66	1	119	INDIVIDUAL WORK ROOM		G.W.B	
1.67	1	115	POOL GALLERY		METAL	
1.68						E.T.R
1.69						E.T.R
1.70	1	120	TELECOM ENTRY CLOSET		G.W.B	
1.71						E.T.R
1.72	1	120A	EMERGENCY ELECTRIC CLOSET		G.W.B	
1.73	1	115	POOL GALLERY		C.M.U	
1.74	1	120 B	MAIN ELECTRIC ROOM		C.M.U	
1.75		STAIR 4	EXIT ROUTE	A-07	G.W.B	
1.76		STAIR 4	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ UP TO GROUND LEVEL FOR EXIT	A-08	C.T.	
1.77						E.T.R
1.78	1	121	CLASSROOM		G.W.B	
1.79	1	122	CLASSROOM		G.W.B	
1.80	1		EXIT		G.W.B	
1.81	1	123	CLASSROOM		G.W.B	
1.82	1		EXIT		G.W.B	
1.83						E.T.R
1.84	1	124	NURSE		G.W.B	
1.85						E.T.R
1.86						E.T.R
1.87	1	126	OFFICE		METAL	
1.88	1	127	CLASSROOM		METAL	
1.89	1		EXIT		G.W.B	
1.90	1	128	CLASSROOM		G.W.B	
1.91	1		EXIT		G.W.B	
1.92	1	129	OFFICE		G.W.B	
1.93	1	131	CLASSROOM		G.W.B	

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.94						E.T.R
1.95						E.T.R
1.96						E.T.R
1.97		STAIR 3	LEVEL 1 ¶ ROOF ACCESS ¶ LEVEL B TO 3 ¶ EXIT THIS LEVEL	A-08	C.T.	
1.98	1		EXIT ROUTE		C.T.	
1.99	1		EXIT ROUTE		G.W.B	
1.100		STAIR 3		A-07		PICTOGRAM
1.101	1		EXIT		C.T.	
1.102	1		INTERCOM / DOORBELL		BRICK	
1.103		STAIR 2	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN RAMP TO EXIT	A-08	CMU	
1.104			RAMP DOWN ¶ EXIT ROUTE	A-09	CMU	PICTOGRAM
1.105	1		EXIT			
1.106	1		ROOMS 121-129		METAL	
1.107	1		ROOMS 121-129		METAL	
1.108						
1.109						
1.110						
1.111						
1.112						
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1.129						
1.130						
1.131						
1.132						

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.01	1	200	GUIDANCE		METAL	
2.02						E.T.R
2.03	1	202	CLASSROOM		G.W.B	
2.04						E.T.R
2.05	1	201	CLASSROOM		G.W.B	
2.06	1	204	CLASSROOM		G.W.B	
2.07						E.T.R
2.08	1	204	CLASSROOM		METAL	
2.09	1	202	CLASSROOM		G.W.B	
2.10						E.T.R
2.11						E.T.R
2.12						E.T.R
2.13	1	207	CLASSROOM		METAL	
2.14	1	208	CLASSROOM		CMU	
2.15						E.T.R
2.16		STAIR 2	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	CMU	
2.17		STAIR 2	EXIT ROUTE	A-07	CMU	PICTOGRAM
2.18						E.T.R
2.19						E.T.R
2.20						E.T.R
2.21						E.T.R
2.22	1	210	CLASSROOM		G.W.B	
2.23						E.T.R
2.24	1	209	CLASSROOM		G.W.B	
2.25						E.T.R
2.26	1	212	CLASSROOM		G.W.B	
2.27						E.T.R
2.28	1	211	CLASSROOM		G.W.B	
2.29						E.T.R
2.30	1	214	CLASSROOM		G.W.B	
2.31						E.T.R
2.32	1	213	CLASSROOM		G.W.B	
2.33						E.T.R
2.34						E.T.R
2.35	1		EMERGENCY EXIT		CMU	
2.36						E.T.R
2.37	1		EXIT ROUTE		CMU	
2.38	1	216	CAFETORIUM			
2.39	1	216	CAFETORIUM			
2.40						E.T.R
2.41			RESTROOMS	A-15	METAL	PICTOGRAM
2.42						E.T.R
2.43						E.T.R
2.44						E.T.R

Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.45						E.T.R
2.46						E.T.R
2.47						E.T.R
2.48	1	215	GYMNASIUM			
2.49	1	215	GYMNASIUM			
2.50	1		EXIT ROUTE		METAL	
2.51						E.T.R
2.52	1		EXIT		CMU	
2.53	1	216B	KITCHEN		CMU	
2.54	1	216	CAFETORIUM		CMU	
2.55						E.T.R
2.56	1	216G	RECEIVING		METAL	
2.57						E.T.R
2.58	1		EXIT		CMU	
2.59						E.T.R
2.60						E.T.R
2.61						E.T.R
2.62	1	216G	RECEIVING		G.W.B	
2.63	1	216	CAFETORIUM		G.W.B	
2.64						E.T.R
2.65	1		STAGE ACCESS RAMP			
2.66			RESTROOM	A-13		PICTOGRAM
2.67						E.T.R
2.68						E.T.R
2.69						E.T.R
2.70						E.T.R
2.71						E.T.R
2.72						E.T.R
2.73	1	220	CLASSROOM		METAL	
2.74	1		STAGE ACCESS			
2.75	1		OUTDOOR STORAGE		BRICK	
2.76		STAIR 4	EXIT ROUTE	A-07	GWB	PICTOGRAM
2.77		STAIR 4	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ EXIT DOWN TO LEVEL G FOR EXIT	A-08		
2.78	1		EXIT			
2.79			ACCESS AT FRONT OF BUILDING			ISA SYMBOL
2.80	1	221	CLASSROOM		METAL	
2.81	1	222	CLASSROOM		G.W.B	
2.82	1	222	CLASSROOM		METAL	
2.83	1	221	CLASSROOM		G.W.B	
2.84	1	223	CLASSROOM		METAL	
2.85	1	224	CLASSROOM		G.W.B	
2.86						E.T.R
2.87	1	223	CLASSROOM			
2.88						E.T.R
2.89	1	226	CLASSROOM		G.W.B	
2.90	1	226	CLASSROOM		METAL	
2.91	1	225	CLASSROOM		G.W.B	
2.92		STAIR 3	EXIT ROUTE	A-07		PICTOGRAM

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.93		STAIR 3	LEVEL 2 ¶ ROOF ACCESS ¶ LEVEL B TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08		
2.94		STAIR 4	GROUND LEVEL G ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ EXIT THIS LEVEL			
2.95		STAIR 1	LEVEL 2 ¶ ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT			
2.96	1	220	CLASSROOM		G.W.B	
2.97						E.T.R
2.98						
2.99						
2.100						
2.101						
2.102						
2.103						
2.104						
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2.131						
2.132						

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.01						E.T.R
3.02						E.T.R
3.03						E.T.R
3.04						E.T.R
3.05						E.T.R
3.06	1		STORAGE		CMU	
3.07	1	303	CLASSROOM		METAL	
3.08						E.T.R
3.09						E.T.R
3.10						E.T.R
3.11		STAIR 2	EXIT ROUTE	A-07		PICTOGRAM
3.12		STAIR 2	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08		
3.13						E.T.R
3.14			RESTROOM	A-15		PICTOGRAM
3.15			RESTROOM	A-15		PICTOGRAM
3.16						E.T.R
3.17						E.T.R
3.18	1	309	CLASSROOM		CMU	
3.19	1	309A	CLASSROOM			
3.20						E.T.R
3.21	1	309C	INDIVIDUAL WORK ROOM		CMU	
3.22	1	309D	INDIVIDUAL WORK ROOM		CMU	
3.23						E.T.R
3.24	1		OFFICE			
3.25	1	311	CLASSROOM		METAL	
3.26	1	312	CLASSROOM		METAL	
3.27						E.T.R
3.28	1	314	CLASSROOM		METAL	
3.29						E.T.R
3.30	1	315	CLASSROOM		METAL	
3.31						E.T.R
3.32						E.T.R
3.33						E.T.R
3.34						E.T.R
3.35						E.T.R
3.36						E.T.R
3.37						E.T.R
3.38	1	320	CLASSROOM		METAL	
3.39						E.T.R
3.40						E.T.R
3.41						E.T.R
3.42	1	321A	ELECTRIC CLOSET		G.W.B	
3.43						E.T.R
3.44						E.T.R
3.45						E.T.R
3.46						E.T.R
3.47						E.T.R
3.48		STAIR 4	EXIT ROUTE	A-07		PICTOGRAM

Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.49		STAIR 4	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ DOWN TO LEVEL G FOR EXIT	A-08		
3.50	1	324	OFFICE		G.W.B	
3.51	1	325	MEDIA CENTER		G.W.B	
3.52	1	324	OFFICE			
3.53						E.T.R
3.54						E.T.R
3.55						E.T.R
3.56						E.T.R
3.57	1	327	CLASSROOM		METAL	
3.58	1	327A	STORAGE		G.W.B	
3.59		STAIR 3	EXIT ROUTE	A-07		PICTOGRAM
3.60		STAIR 3	LEVEL 3 ¶ ROOF ACCESS ¶ LEVEL B TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08		
3.61		STAIR 1	LEVEL 3 ¶ ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	C.T.	
3.62						
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3.88						

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	
B.01						E.T.R
B.02						E.T.R
B.03						E.T.R
B.04			EXIT ROUTE			
B.05						E.T.R
B.06	1	B01	MECHANICAL		CMU	
B.07		STAIR 4	LEVEL B ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ UP TO LEVEL G FOR EXIT	A-08	C.T	
B.08		STAIR 4	EXIT ROUTE	A-07	CMU	PICTOGRAM
B.09						E.T.R
B.10		B05	MEN'S LOCKER ROOM	A-13		PICTOGRAM
B.11						E.T.R
B.12	1	B04	POOL		CMU	
B.13	1	B05	MEN'S LOCKER ROOM	A-13		PICTOGRAM
B.14	1	B02	OFFICE			FIRST AID PICTOGRAM
B.15	1	B04	POOL		CMU	
B.16	1	B02B	OFFICE		CMU	
B.17						E.T.R
B.18						E.T.R
B.19						E.T.R
B.20						E.T.R
B.21	1	B06	WOMEN'S LOCKER ROOM	A-11		PICTOGRAM
B.22						E.T.R
B.23	1	B04	POOL		CMU	
B.24	1	B06	WOMEN'S LOCKER ROOM	A-11		PICTOGRAM
B.25						
B.26	1		EXIT ROUTE		METAL	
B.27						E.T.R
B.28						E.T.R
B.29		STAIR 3	EXIT ROUTE	A-07		PICTOGRAM
B.30		STAIR 3	LEVEL B ¶ ROOF ACCESS ¶ LEVEL B TO 3 ¶ UP TO LEVEL 1 FOR EXIT	A-08		
B.31						E.T.R.
B.32						
B.33						
B.34						
B.35						
B.36						
B.37						
B.38						
B.39						
B.40						
B.41						
B.42						
B.43						
B.44						

Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.01	3		DOOR BELL / INTERCOM		BRICK	
1.02			NO SMOKING ON SCHOOL PROPERTY		GLASS	NO SMOKING PICTOGRAM
1.03	3		EXIT		GLASS	
1.04	3		EXIT ROUTE		GLASS	
1.05						E.T.R.
1.06	3	127A	PRINCIPAL'S OFFICE		METAL	
1.07	3	127B	CONFERENCE ROOM		METAL	
1.08	3	127C	COPY / FILE ROOM		G.W.B	
1.09	3	127D	VICE PRINCIPAL'S OFFICE		G.W.B	
1.10	3	127E	GUIDANCE OFFICE		G.W.B	
1.11		STAIR 1	EXIT ROUTE	A-07	G.W.B	PICTOGRAM
1.12		STAIR 1	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ EXIT THIS LEVEL	A-08	G.W.B	
1.13						E.T.R.
1.14						E.T.R.
1.15						E.T.R.
1.16						E.T.R.
1.17	3	118	CAFETORIUM		METAL	
1.18	3	120	KITCHEN		CMU	
1.19	3	122	RECEIVING		CMU	
1.20	3	123	KITCHEN STORAGE		CMU	
1.21	3		EXIT		CMU	
1.22	3	121	CUSTODIAL STORAGE		CMU	
1.23	3	119	COMMUNITY SCHOOL OFFICE		CMU	
1.24	3		EMERGENCY EXIT		GLASS	
1.25						E.T.R.
1.26						E.T.R.
1.27	3	115	ELEVATOR MACHINE ROOM		G.W.B	
1.28						E.T.R.
1.29	3	103	CLASSROOM		G.W.B	
1.30						E.T.R.
1.31	3	102	CLASSROOM		G.W.B	
1.32						E.T.R.
1.33	3	116	TELEPHONE ¶ CABLE TV ¶ ELECTRIC		G.W.B	
1.34						E.T.R.
1.35	3	118	CAFETORIUM		G.W.B	
1.36	3	113A	REST		G.W.B	
1.37	3	113B	REST		G.W.B	
1.38						E.T.R.
1.39	3	112	ACADEMIC STORAGE		G.W.B	
1.40	3	111	CLASSROOM		METAL	
1.41						E.T.R.
1.42	3	105	CLASSROOM		G.W.B	
1.43						E.T.R.

Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.44	3	104	CLASSROOM		G.W.B	
1.45	3	110	CLASSROOM		G.W.B	
1.46						E.T.R.
1.47						E.T.R.
1.48						E.T.R.
1.49	3		EMERGENCY EXIT		GLASS	
1.50						E.T.R.
1.51	3	107	CLASSROOM		G.W.B	
1.52						E.T.R.
1.53	3	106	CLASSROOM		G.W.B	
1.54		STAIR 2	EXIT ROUTE	A-07	G.W.B	PICTOGRAM
1.55		STAIR 2	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ EXIT THIS LEVEL	A-08	G.W.B	
1.56	3		EMERGENCY EXIT		G.W.B	
1.57			(BLANK)		GLASS	BLANK SIGN
1.58	3		EXIT		G.W.B	
1.59			(BLANK)		GLASS	BLANK SIGN

Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.01		STAIR 1	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	G.W.B	
2.02		STAIR 1	EXIT ROUTE	A-07	C.T.	PICTOGRAM
2.03		222	CLASSROOM		METAL	
2.04						E.T.R.
2.05						E.T.R.
2.06	3		FACULTY RESTROOM	A-15	G.W.B	PICTOGRAM
2.07	3	218	GYMNASIUM		C.T.	
2.08	3	218B	GYM STORAGE		METAL	
2.09	3	218A	GYM OFFICE		METAL	
2.10	3		EXIT		CMU	
2.11	3		EXIT		CMU	
2.12						E.T.R.
2.13						E.T.R.
2.14	3	202A	PREP		G.W.B	
2.15	3	203	CLASSROOM		METAL	
2.16						E.T.R.
2.17	3	215	STORAGE		G.W.B	
2.18	3	(T.B.D.)	(T.B.D.)		G.W.B	
2.19						E.T.R.
2.20	3	202	CLASSROOM		G.W.B	
2.21	3	213	FACULTY ROOM		METAL	
2.22	3	211	CLASSROOM		METAL	
2.23	3		EXIT ROUTE			
2.24	3		EXIT			
2.25	3		DOORBELL ¶ INTERCOM		BRICK	
2.26						E.T.R.
2.27	3	205	CLASSROOM		G.W.B	
2.28						E.T.R.
2.29	3	204	CLASSROOM		G.W.B	
2.30	3	210	GUIDANCE OFFICE		METAL	
2.31						E.T.R.
2.32	3	209A	KILN ¶ STORAGE		G.W.B	
2.33						E.T.R.
2.34	3	207	CLASSROOM		G.W.B	
2.35						E.T.R.
2.36	3	206	CLASSROOM		G.W.B	
2.37		STAIR 2	EXIT ROUTE	A-07	G.W.B	PICTOGRAM
2.38		STAIR 2	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	G.W.B	
2.39	3		FOUNTAIN LOCATED BY RESTROOMS		G.W.B.	ISA SYMBOL
2.40						
2.41						
2.42						

Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.01		STAIR 1	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08	G.W.B	
3.02		STAIR 1	EXIT ROUTE	A-07	C.T.	PICTOGRAM
3.03						E.T.R.
3.04						E.T.R.
3.05						E.T.R.
3.06						E.T.R.
3.07						E.T.R.
3.08	3	318	CUSTODIAL STORAGE		C.T.	
3.09			FACULTY RESTROOM	A-15		PICTOGRAM
3.10						E.T.R.
3.11	3	303	CLASSROOM		G.W.B	
3.12						E.T.R.
3.13	3	302	CLASSROOM		G.W.B	
3.14						E.T.R.
3.15	3	315	FACULTY WORK ROOM		G.W.B	
3.16	3	314	CLASSROOM		G.W.B	
3.17	3	313	CLASSROOM		METAL	
3.18						E.T.R.
3.19	3	305	CLASSROOM		G.W.B	
3.20						E.T.R.
3.21	3	304	CLASSROOM		G.W.B	
3.22	3	312	CLASSROOM		METAL	
3.23	3	311	COMPUTER ROOM		METAL	
3.24						E.T.R.
3.25	3	307	CLASSROOM		G.W.B	
3.27	3	306	CLASSROOM		G.W.B	
3.28						E.T.R.
3.29						E.T.R.
3.30	3	310A	PRACTICE ROOM A		G.W.B	
3.31	3	310B	PRACTICE ROOM B		G.W.B	
3.32						E.T.R.
3.33		STAIR 2	EXIT ROUTE	A-07		PICTOGRAM
3.34		STAIR 2	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 1 TO 3 ¶ DOWN TO LEVEL 1 FOR EXIT	A-08		
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3.36						
3.37						
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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
B.01	1	B01	CAFÉ		G.W.B	
B.02	1	B01A	STORAGE		WD	
B.03	1	B01B	TEACHER DINING		G.W.B	
B.04	1	B01C	MECHANICAL		BRICK	
B.05	1	B03	MECHANICAL		BRICK	
B.06	1	B02	CLASSROOM		BRICK	
B.07	1	B02A	STORAGE		G.W.B	
B.08			RESTROOM	A-14	G.W.B	PICTOGRAM
B.09	1		EMERGENCY EXIT ROUTE		G.W.B	
B.10	1		EXIT ROUTE		G.W.B	
B.11	1	B02B	STORAGE		G.W.B	
B.12	1		EXIT		BRICK	
B.13		STAIR 1	EXIT ROUTE	A-07	BRICK	PICTOGRAM
B.14	1		CORRIDOR		BRICK	
B.15	1	B03	MECHANICAL		BRICK	
B.16			MEN	A-12	G.W.B	PICTOGRAM
B.17	1	B04	STORAGE		BRICK	
B.18			EXIT ROUTE	A-19	BRICK	PICTOGRAM
B.19			RESTROOM	A-15	G.W.B	PICTOGRAM
B.20	1	B05	CUSTODIAL OFFICE		G.W.B	
B.21	1		EXIT		CMU	
B.22			ACCESSIBLE ENTRANCE		CMU	ISA SYMBOL
B.23	1	STAIR 2	EXIT ROUTE	A-07	CMU	PICTOGRAM
B.24	1		CORRIDOR		CMU	
B.25	1	B08	CLASSROOM		BRICK	
B.26	1	B08A	STORAGE		G.W.B	
B.27	1	B08B	STORAGE		G.W.B	
B.28	1		EMERGENCY EXIT		G.W.B	
B.29	1	B06	STORAGE		BRICK	
B.30	1	B07	CLASSROOM		BRICK	
B.31	1		EMERGENCY EXIT ROUTE		G.W.B	
B.32	1	B07A	STORAGE		WD	
B.33	1		EXIT ROUTE		WD	
B.34	1		EXIT		BRICK	
B.35		STAIR 2	LEVEL B ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ UP TO LEVEL G FOR EXIT	A-08		
B.36		STAIR 1	LEVEL B ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ UP TO LEVEL G FOR EXIT	A-08		
B.37						
B.38						
B.39						
B.40						
B.41						
B.42						

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.01	1		DOORBELL ¶ INTERCOM			
1.02			ACCESSIBLE ENTRANCE	A-16		PICTOGRAM
1.03	1		EXIT			
1.04		STAIR 1	GROUND LEVEL G ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ EXIT THIS LEVEL	A-08		
1.05	1	102	CLASSROOM			
1.06	1	102A	STORAGE			
1.07	1		CORRIDOR			
1.08	1	102	CLASSROOM			
1.09		STAIR 1	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ DOWN TO LEVEL G FOR EXIT	A-08		
1.10	1	101	CLASSROOM			
1.11	1	101A	STORAGE			
1.12	1		PASSAGEWAY			
1.13	1	101	CLASSROOM			
1.14	1	105	CLASSROOM			
1.15	1	104	CONFERENCE ROOM			
1.16	1		PASSAGEWAY			
1.17	1	104	CONFERENCE ROOM			
1.18	1	103	MAIN OFFICE			
1.19		STAIR 1	EXIT ROUTE	A-07		PICTOGRAM
1.20			WOMEN	A-10		PICTOGRAM
1.21	1	105	CLASSROOM			
1.22	1	105A	STORAGE			
1.23	1		PASSAGEWAY			
1.24	1		CORRIDOR			
1.25	1	105	CLASSROOM			
1.26	1	107	CLASSROOM			
1.27	1		CORRIDOR			
1.28	1	107A	STORAGE			
1.29	1	107	CLASSROOM			
1.30		STAIR 2	LEVEL 1 ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ DOWN TO LEVEL G FOR EXIT	A-08		
1.31		STAIR 2	EXIT ROUTE	A-07		PICTOGRAM
1.32	1	106	CLASSROOM			
1.33	1	106A	STORAGE			
1.34	1		CORRIDOR			
1.35	1	106	CLASSROOM			
1.36	1		EXIT			
1.37	1		DOORBELL ¶ INTERCOM			
1.38			ACCESSIBLE ENTRANCE	A-17		PICTOGRAM
1.39		STAIR 2	GROUND LEVEL G ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ EXIT THIS LEVEL	A-08		
1.40	1		EXIT ROUTE			
1.41	1		EXIT ROUTE			

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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.01	1	203	PRINCIPALS OFFICE			
2.02	1	202	CLASSROOM			
2.03	1	202A	STORAGE			
2.04	1	202	CLASSROOM			
2.05		STAIR 1	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ DOWN TO LEVEL G FOR EXIT	A-08		
2.06	1	201	CLASSROOM			
2.07	1	201A	STORAGE			
2.08	1		PASSAGEWAY			
2.09	1	201	CLASSROOM			
2.10	1	205	CLASSROOM			
2.11	1	204A	EXAM			
2.12	1		PASSAGEWAY			
2.13	1	204	HEALTH OFFICE			
2.14	1	204A	EXAM			
2.15	1	204	HEALTH OFFICE			
2.16		STAIR 1	EXIT ROUTE	A-07		PICTOGRAM
2.17	1	205	CLASSROOM			
2.18	1	205A	STORAGE			
2.19	1		PASSAGEWAY			
2.20	1	205	CLASSROOM			
2.21	1	207	CLASSROOM			
2.22	1		CORRIDOR			
2.23	1	207A	STORAGE			
2.24	1	207	CLASSROOM			
2.25		STAIR 2	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ DOWN TO LEVEL G FOR EXIT	A-08		
2.26		STAIR 2	EXIT ROUTE	A-07		PICTOGRAM
2.27	1	206	CLASSROOM			
2.28	1	206A	STORAGE			
2.29	1		CORRIDOR			
2.30	1	206	CLASSROOM			
2.31			RESTROOM	A-14		PICTOGRAM
2.32	1		CORRIDOR			
2.33	1		CORRIDOR			
2.34						
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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.01	1	302	STORAGE		G.W.B	
3.03	1	301	CLASSROOM		G.W.B	
3.04	1	301A	MECHANICAL		G.W.B	
3.05	1	301B	STORAGE		G.W.B	
3.06	1	301C	OFFICE		G.W.B	
3.07	1	303	LIBRARY		G.W.B	
3.08		STAIR 1	EXIT ROUTE	A-07	G.W.B	PICTOGRAM
3.09			RESTROOM	A-10	G.W.B	PICTOGRAM
3.10			RESTROOM	A-12	G.W.B	PICTOGRAM
3.11		STAIR 2	EXIT ROUTE	A-07	G.W.B	PICTOGRAM
3.12	1	304	OFFICE		G.W.B	
3.13	1	307	CLASSROOM		G.W.B	
3.14	1	303	LIBRARY		G.W.B	
3.15	1	306	CLASSROOM		G.W.B	
3.16	1	307	CLASSROOM		G.W.B	
3.17	1	306	CLASSROOM		G.W.B	
3.18	1	303	LIBRARY		G.W.B	
3.19	1	305	STORAGE		G.W.B	
3.20		STAIR 2	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ DOWN TO LEVEL G FOR EXIT	A-08	G.W.B	
3.21	1	307	CLASSROOM		G.W.B	
3.02		STAIR 1	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL B TO 3 ¶ DOWN TO LEVEL G FOR EXIT	A-08	G.W.B.	
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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.01			WOMEN	A-10		PICTOGRAM
1.02			MEN	A-12		PICTOGRAM
1.03	1	M-101	ELEVATOR MACHINE ROOM			
1.04	1	EL-101	ELECTRICAL			
1.05			FACULTY RESTROOMS	A-14		PICTOGRAM
1.06	1	104	CLASSROOM			
1.07	1	103	CLASSROOM			
1.08		STAIR 2	EXIT ROUTE	A-07		PICTOGRAM
1.09		STAIR 2	LEVEL 1 ¶ ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ UP TO LEVEL 2 FOR EXIT	A-08		
1.10	1	103	CLASSROOM			
1.11	1	M-102	METER ROOM			
1.12	1	104	CLASSROOM			
1.13	1	ST-102	STORAGE			
1.14	1	ST-101	STORAGE			
1.15	1	105	CLASSROOM			
1.16	1	107	OFFICE			
1.17	1	105	CLASSROOM			
1.18	1	ST-103	STORAGE			
1.19	1	105A	OFFICE			
1.20			RESTROOM	A-14		PICTOGRAM
1.21	1	109	PTA ROOM			
1.22	1	ST-104	STORAGE			
1.23	1	ST-105	STORAGE			
1.24			RESTROOM	A-14		PICTOGRAM
1.25						(NOT USED)
1.26	1	109	PTA ROOM			
1.27						(NOT USED)
1.28	1	109	PTA ROOM			
1.29	1	M-104	MECHANICAL			
1.30		STAIR 3	LEVEL 1 ¶ ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ UP TO LEVEL 2 FOR EXIT	A-08		
1.31						(NOT USED)
1.32		STAIR 3	EXT ROUTE	A-07		PICTOGRAM
1.33	1	CC-101	CUSTODIAL CLOSET			
1.34	1	111	OFFICE			
1.35			GIRLS	A-10		PICTOGRAM
1.36			BOYS	A-12		PICTOGRAM
1.37	1	106	CUSTODIAL			
1.38	1	ST-106	STORAGE			
1.39	1	ST-107	STORAGE			
1.40	1	EL-102	ELECTRICAL			
1.41	1	108	OFFICE			
1.42			RESTROOM	A-14		PICTOGRAM

Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.43	1	M-103	MECHANICAL			
1.44	1		EXIT			
1.45	1	112	KITCHEN			
1.46	1	106	CUSTODIAL			
1.47	1	ST-108	STORAGE			
1.48	1	CC-102	CUSTODIAL CLOSET			
1.49			RESTROOM	A-14		PICTOGRAM
1.50	1	ST-109	DRY STORAGE			
1.51	1		EXIT			
1.52	1		EXIT			
1.53	1	110	OFFICE		GLASS	
1.54	1	ST-110	STORAGE			
1.55	1	114	OFFICE			
1.56	1	112	KITCHEN			
1.57	1	113	CAFETERIA			
1.58	1	114	OFFICE			
1.59	1		EXIT			
1.60	1	112	KITCHEN			
1.61	1	113	CAFETERIA			
1.62	1	113	CAFETERIA			
1.63	1	112	KITCHEN			
1.64	1	113	CAFETERIA			
1.65	1		DOORBELL ¶ INTERCOM			
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1.67						
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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.01			WOMEN	A-10		PICTOGRAM
2.02			MEN	A-12		PICTOGRAM
2.03	1	ST-201	STORAGE			
2.04			FACULTY RESTROOMS	A-14		PICTOGRAM
2.05	1	204	CLASSROOM			
2.06	1	203	CLASSROOM			
2.07		STAIR 1	EXIT ROUTE	A-07		PICTOGRAM
2.08		STAIR 1	LEVEL 2 ¶ NO ROOF ACCESS ¶ LEVEL 2 TO 4 ¶ UP TO LEVEL 3 FOR EXIT	A-08		
2.09	1	203	CLASSROOM			
2.10	1	205	OFFICE			
2.11	1	205A	OFFICE			
2.12	1	207A	REST			
2.13	1	207	HEALTH OFFICE			
2.14	1	207B	OFFICE			
2.15			RESTROOM	A-14		PICTOGRAM
2.16	1	207	HEALTH OFFICE			
2.17	1	207A	REST			
2.18	1	209B	COPY ROOM			
2.19	1	207	HEALTH OFFICE			FIRST AID PICTOGRAM
2.20			RESTROOM	A-14		PICTOGRAM
2.21	1	209	MAIN OFFICE			
2.22	1	209	MAIN OFFICE			
2.23	1	209	MAIN OFFICE			
2.24	1	209B	COPY ROOM			
2.25	1	209A	OFFICE			
2.26	1	209	MAIN OFFICE			
2.27	1	209C	OFFICE			
2.28	1	209D	CONFERENCE ROOM			
2.29	1	209E	OFFICE			
2.30			RESTROOM	A-14		PICTOGRAM
2.31	1	209 A	OFFICE			
2.32		STAIR 2	LEVEL 2 ¶ ROOF ACCESS ¶ LEVEL 1 T0 4 ¶ EXIT THIS LEVEL	A-08		
2.33	1	206	OFFICE			
2.34	1	204	CLASSROOM			
2.35	1	206	OFFICE			
2.36			RESTROOMS	A-14		PICTOGRAM
2.37	1	208	CLASSROOM			
2.38	1	204	CLASSROOM			
2.39	1	208	CLASSROOM			
2.40			RESTROOM	A-14		PICTOGRAM
2.41			RESTROOM	A-14		PICTOGRAM

Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.43	1	208	CLASSROOM			
2.44			RESTROOMS	A-14		PICTOGRAM
2.45	1	204	CLASSROOM			
2.46	1	212	CLASSROOM			
2.47			RESTROOMS	A-14		PICTOGRAM
2.48	1	208	CLASSROOM			
2.49	1	212	CLASSROOM			
2.50			RESTROOM	A-14		PICTOGRAM
2.51			RESTROOM	A-14		PICTOGRAM
2.52			RESTROOMS	A-14		PICTOGRAM
2.53	1	210	OFFICE			
2.54	1	212	CLASSROOM			
2.55	1	210	OFFICE			
2.56			RESTROOMS	A-14		PICTOGRAM
2.57	1	208	CLASSROOM			
2.58	1	212	CLASSROOM			
2.59			RESTROOM	A-12		PICTOGRAM
2.60	1	EL-201	ELECTRICAL			
2.61	1	CC-201	CUSTODIAL CLOSET			
2.62			BOYS	A-12		PICTOGRAM
2.63	1	214	CLASSROOM			
2.64	1	216	CLASSROOM			
2.65	1	216	CLASSROOM			
2.66	1	214	CLASSROOM			
2.67	1	218	CLASSROOM			
2.68	1	ST-202	STORAGE			
2.69	1	216	CLASSROOM			
2.70	1	213	CLASSROOM			
2.71	1	215	CLASSROOM			
2.72	1	213	CLASSROOM			
2.73	1	215	CLASSROOM			
2.74	1	ST-203	STORAGE			
2.75	1	217	CLASSROOM			
2.76	1	215	CLASSROOM			
2.77	1	218	CLASSROOM			
2.78	1	ST-202	STORAGE			
2.79	1	220	CLASSROOM			
2.80	1	220	CLASSROOM			
2.81	1	218	CLASSROOM			
2.82	1	217	CLASSROOM			
2.83	1	ST-203	STORAGE			
2.84	1	219	CLASSROOM			
2.85	1	219	CLASSROOM			
2.86	1	217	CLASSROOM			

Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
2.87			GIRLS	A-10		PICTOGRAM
2.88			RESTROOM	A-10		PICTOGRAM
2.89	1	ST-204	STORAGE			
2.90	1	STAIR 4	EXIT ROUTE	A-07		PICTOGRAM
2.91	1	ST-206	GYM STORAGE			
2.92	1	222	GYM			
2.93	1	222	GYM			
2.94	1	ST-205	STORAGE			
2.95		STAIR 3	EXIT ROUTE	A-07		PICTOGRAM
2.96		STAIR 3	LEVEL 2 ¶ ROOF ACCESS ¶ LEVEL 1 T0 4 ¶ EXIT THIS LEVEL	A-08		
2.97	1	222	GYM			
2.98		STAIR 3	EXIT ROUTE	A-07		PICTOGRAM
2.99	1		EXIT			
2.100		STAIR 2	EXIT ROUTE	A-07		PICTOGRAM
2.101	1		EXIT			
2.102	1		DOORBELL ¶ INTERCOM		CONCRETE	ISA SYMBOL
2.103						
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Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.01			WOMEN	A-10		PICTOGRAM
3.02			MEN	A-12		PICTOGRAM
3.03	1	ST-301	OUTDOOR STORAGE		CONCRETE	
3.04			FACULTY RESTROOMS	A-14		PICTOGRAM
3.05	1	304	CLASSROOM			
3.06			EXIT			
3.07			DOORBELL ¶ INTERCOM			
3.08			EXIT			
3.09		STAIR 1	LEVEL 3 ¶ NO ROOF ACCESS ¶ LEVEL 2 T0 4 ¶ EXIT THIS LEVEL	A-08		
3.10		STAIR 1	EXIT ROUTE	A-07		PICTOGRAM
3.11	1	305	FOOD SERVICES			
3.12	1	ST-302	STORAGE			
3.13	1	307	FACULTY WORKROOM			
3.14	1	307	FACULTY WORKROOM			
3.15	1	305	FOOD SERVICES			
3.16	1	307A	FOOD SERVICES			
3.17	1	309	CLASSROOM			
3.18	1	305	FOOD SERVICES			
3.19	1	ST-303	STORAGE			
3.20	1	ST-303	STORAGE			
3.21	1	307	FACULTY WORKROOM			
3.22	1	307	FACULTY WORKROOM			
3.23	1	309	CLASSROOM			
3.24		STAIR 2	EXIT ROUTE	A-07		PICTOGRAM
3.25		STAIR 2	LEVEL 3 ¶ ROOF ACCESS ¶ LEVEL 1 T0 4 ¶ DOWN TO LEVEL 2 FOR EXIT	A-08		
3.26	1	306	CLASSROOM			
3.27	1	304	CLASSROOM			
3.28	1	306	CLASSROOM			
3.29	1	308	CLASSROOM			
3.30			RESTROOMS	A-14		PICTOGRAM
3.31			RESTROOM	A-14		PICTOGRAM
3.32			RESTROOM	A-14		PICTOGRAM
3.33			RESTROOMS	A-14		PICTOGRAM
3.34	1	308	CLASSROOM			
3.35			RESTROOMS	A-14		PICTOGRAM
3.36	1	304	CLASSROOM			
3.37	1	312	CLASSROOM			
3.38			RESTROOMS	A-14		PICTOGRAM
3.39			RESTROOM	A-14		PICTOGRAM
3.40			RESTROOM	A-14		PICTOGRAM
3.41			RESTROOMS	A-14		PICTOGRAM
3.42	1	310	OFFICE			

Sign #	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
3.43	1	312	CLASSROOM			
3.44	1	310	OFFICE			
3.45			RESTROOMS	A-14		PICTOGRAM
3.46	1	308	CLASSROOM			
3.47						(NOT USED)
3.48	1	312	CLASSROOM			
3.49			BOYS	A-12		PICTOGRAM
3.50	1	CC-301	CUSTODIAL CLOSET			
3.51	1	EL-301	ELECTRICAL			
3.52			RESTROOM	A-12		PICTOGRAM
3.53	1	314	CLASSROOM			
3.54	1	316	CLASSROOM			
3.55	1	314	CLASSROOM			
3.56	1	316	CLASSROOM			
3.57	1	ST-304	STORAGE			
3.58	1	318	CLASSROOM			
3.59	1	316	CLASSROOM			
3.60	1	313	CLASSROOM			
3.61	1	315	CLASSROOM			
3.62	1	313	CLASSROOM			
3.63	1	315	CLASSROOM			
3.64	1	ST-305	STORAGE			
3.65	1	317	CLASSROOM			
3.66	1	315	CLASSROOM			
3.67	1	318	CLASSROOM			
3.68	1	ST-304	STORAGE			
3.69	1	320	CLASSROOM			
3.70	1	318	CLASSROOM			
3.71	1	320	CLASSROOM			
3.72	1	317	CLASSROOM			
3.73	1	ST-305	STORAGE			
3.74	1	319	CLASSROOM			
3.75	1	317	CLASSROOM			
3.76	1	319	CLASSROOM			
3.77			RESTROOM	A-10		PICTOGRAM
3.78			GIRLS	A-10		PICTOGRAM
3.79	1	ST-306	STORAGE			
3.80		STAIR 3	EXIT ROUTE	A-07		PICTOGRAM
3.81		STAIR 3	LEVEL 3 ¶ ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO LEVEL 2 FOR EXIT	A-08		
3.82	1	304	CLASSROOM			
3.83	1	308	CLASSROOM			
3.84	1	308	CLASSROOM			
3.85	1	312	CLASSROOM			

	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
4.01			WOMEN	A-10		PICTOGRAM
4.02			MEN	A-12		PICTOGRAM
4.03	1	409	OFFICE			
4.04			RESTROOMS	A-14		PICTOGRAM
4.05	1	411	COMPUTER ROOM			
4.06	1	410	FACULTY LOUNGE			
4.07	1	410	FACULTY LOUNGE			
4.08	1	411	COMPUTER ROOM			
4.09	1	411	COMPUTER ROOM			
4.10	1	412	CLASSROOM			
4.11	1	412	CLASSROOM			
4.12	1	401	AFTER SCHOOL OFFICE			
4.13	1	401	AFTER SCHOOL OFFICE			
4.14	1	402	LIBRARY			
4.15	1	403	LIBRARY OFFICE			
4.16	1	403	LIBRARY OFFICE			
4.17		STAIR 2	EXIT ROUTE	A-07		PICTOGRAM
4.18		STAIR 2	LEVEL 4 ¶ ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO LEVEL 2 FOR EXIT	A-08		
4.19	1	404	CLASSROOM			
4.20	1	404	CLASSROOM			
4.21	1	405	CLASSROOM			
4.22	1	406	CLASSROOM			
4.23	1	407	CLASSROOM			
4.24	1	407	CLASSROOM			
4.25	1	406	CLASSROOM			
4.26		STAIR 1	EXIT ROUTE	A-07		PICTOGRAM
4.27	1	407	CLASSROOM			
4.28		STAIR 1	LEVEL 4 ¶ NO ROOF ACCESS ¶ LEVEL 2 TO 4 ¶ DOWN TO LEVEL 3 FOR EXIT	A-08		
4.29		STAIR 1	EXIT ROUTE	A-07		PICTOGRAM
4.30	1	402	LIBRARY			
4.31	1	408	ART STUDIO			
4.32			BOYS	A-12		PICTOGRAM
4.33	1	CC-401	CUSTODIAL CLOSET			
4.34	1	EL-401	ELECTRICAL			
4.35			RESTROOM	A-12		PICTOGRAM
4.36	1	414	CLASSROOM			
4.37	1	416	CLASSROOM			
4.38	1	414	CLASSROOM			
4.39	1	416	CLASSROOM			
4.40	1	ST-402	STORAGE			
4.41	1	418	CLASSROOM			
4.42	1	416	CLASSROOM			

	Layout Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
4.43	1	413	CLASSROOM			
4.44	1	415	CLASSROOM			
4.45	1	413	CLASSROOM			
4.46	1	415	CLASSROOM			
4.47	1	ST-401	STORAGE			
4.48	1	417	CLASSROOM			
4.49	1	415	CLASSROOM			
4.50	1	418	CLASSROOM			
4.51	1	ST-402	STORAGE			
4.52	1	420	CLASSROOM			
4.53	1	418	CLASSROOM			
4.54	1	420	CLASSROOM			
4.55	1	417	CLASSROOM			
4.56	1	ST-401	STORAGE			
4.57	1	419	CLASSROOM			
4.58	1	417	CLASSROOM			
4.59	1	419	CLASSROOM			
4.60			GIRLS	A-10		PICTOGRAM
4.61			RESTROOM	A-10		PICTOGRAM
4.62	1	ST-403	STORAGE			
4.63		STAIR 3	EXIT ROUTE	A-07		PICTOGRAM
4.64		STAIR 3	LEVEL 4 ¶ ROOF ACCESS ¶ LEVEL 1 TO 4 ¶ DOWN TO LEVEL 2 FOR EXIT	A-08		
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CITY OF SOMERVILLE
ADA SIGNAGE UPGRADES
SOMERVILLE, MA
CBI JOB NO.: 15036-A

DRINKING FOUNTAIN SIGNS

CBI Consulting Inc.
Boston, Massachusetts
Tel: (617) 268-8977
Fax: (617) 464-2971

Sign #	Sign Type	Room #	Sign Text	Drawing Reference	Mounting Surface	Comments
1.01	2		DRINKING FOUNTAIN AT CAFETERIA			ISA SYMBOL
1.02	2		DRINKING FOUNTAIN AT CAFETERIA			ISA SYMBOL
1.03	2		DRINKING FOUNTAIN AT GYM LOBBY			ISA SYMBOL
1.04	2		DRINKING FOUNTAIN AT GYM LOBBY			ISA SYMBOL
1.05	2		DRINKING FOUNTAIN AT GYM LOBBY			ISA SYMBOL
1.06	2		DRINKING FOUNTAIN AT GYM LOBBY			ISA SYMBOL
1.07	2		DRINKING FOUNTAIN AT AUDITORIUM			ISA SYMBOL
1.08	2		DRINKING FOUNTAIN AT AUDITORIUM			ISA SYMBOL
1.09	2		DRINKING FOUNTAIN AT MAIN CORRIDOR			ISA SYMBOL
1.10	2		DRINKING FOUNTAIN AT MAIN CORRIDOR			ISA SYMBOL
1.11	2		DRINKING FOUNTAIN AT MAIN CORRIDOR			ISA SYMBOL
1.12	2		DRINKING FOUNTAIN AT MAIN CORRIDOR			ISA SYMBOL
1.13	1		DRINKING FOUNTAIN AT CAFETERIA			ISA SYMBOL
1.14	1		DRINKING FOUNTAIN AT GYM			ISA SYMBOL
1.15	1		DRINKING FOUNTAIN AT GYM			ISA SYMBOL
1.16	1		DRINKING FOUNTAIN AT LIBRARY			ISA SYMBOL
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